SAN FRANCISCO BOARD OF SUPERVISORS

ADMINISTRATION AND OVERSIGHT COMMITTEE

1991

Included in this volume are the Calendars of Meetings, the Budget Analyst's Memoranda relating to Calendar items, and the very few Minutes of the meetings that are available.

BOARD of SUPERVISORS

NOTICE OF RESCHEDULED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, January 8, 1991 has been rescheduled to Tuesday, January 15, 1991 at 2:00 p.m., in Room 228, City Hall.

JOHN L. TAYLOR
Clerk of the Board

POSTED: JANUARY 3, 1991

ADMINISTRATION & OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
235 CITY HALL
SAN FRANCISCO, CA 94102

IMPORTANT
HEARING NOTICE

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, JANUARY 15, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS

CLERK: MARY L. RED

1. File 92-90-6. Consideration of appointment of member, Adult Day Health Care Planning Council, vice June W. Keller, resigned, for the unexpired portion of the three-year term ending September 30, 1991. (Clerk of the Board)
(Continued from 12/11/90)

(Must be over 55 years of age and interested in the special health and social needs of the elderly.)

Applicant: Bob Cowan (Social Services)

ACTION:

2. File 92-90-22. Consider of appointment of members to the Emergency Medical Care Committee, vice Tena C. Watkins (consumer), and Elizabeth Carroll (nurse), terms expired, for three-year terms ending June 30, 1992. (Clerk of the Board)

Applicant: Camille Carpenter (Nurse)

ACTION:

3. File 92-90-26.2. Consideration of appointment of three members, Task Force Transfer Benefits (two members representing employee associations and one member representing persons with catastrophic illnesses). (Clerk of the Board)

Applicants: William Aguiar (employee association)
Jakykee M. Ford (employee association)

ACTION:

4. File 92-90-46. Consideration of appointment of member to the Park and Open Space Advisory Committee. (Clerk of the Board)

Applicant: Greg Gaar (Supervisor Kennedy/California Native Plant Society

ACTION:

5. File 92-90-42. Consideration of appointment of member to Redwood Empire Association, vice Supervisor Willie B. Kennedy, term expired December 31, 1990, for the one year term ending December 31, 1991. (Clerk of the Board)

ACTION:

6. File 92-90-43. Consideration of appointment of member to North Coastal Counties Supervisors Association, vice Supervisor Nancy G. Walker, term expired December 31, 1990, for the one-year term ending December 31, 1991. (Clerk of the Board)

ACTION:

7. File 92-90-48. Consideration of appointment of member to the Association of Bay Area Governments, vice Supervisor Nancy G. Walker, supervisorial term expired, for the unexpired portion of the two-year term ending June 30, 1992. (Clerk of the Board)

Applicants: Supervisor Tom Hsieh

ACTION:

8. File 92-90-49. Consideration of appointment of member to the Bay Conservation & Development Commission, vice Supervisor Richard Hongisto, Supervisorial term expired, for an indefinite term. (Clerk of the Board)

Applicants: Supervisor Willie B. Kennedy
Supervisor Bill Maher

ACTION:

9. File 92-90-60. Consideration of appointment of member to the Association of Bay Area Governments, General Assembly, vice Supervisor Jim Gonzalez, term expired, for indefinite term. (Clerk of the Board)

ACTION:

10. File 92-88-14. Consideration of appointment of an alternate General Assembly member to the Association of Bay Area Governments, term to be determined by the Board of Supervisors. (Clerk of the Board)

ACTION:

CLOSED SESSION:

11. File 45-90-59. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Heidi Schaeffer against the City and County of San Francisco, et al for $8,153. (City Attorney)

ACTION:

12. File 45-90-60. [Settlement of Lawsuit] Authorizing settlement of litigation of Bing Hing Ko, et al., against the City and County by payment of $11,500. (City Attorney)

ACTION:

13. File 45-90-61. [Settlement of Lawsuit] Authorizing settlement of litigation of JoMarie Franz against the City and County by payment of $40,000. (City Attorney)

ACTION:

14. File 45-90-62. [Settlement of Lawsuit] Authorizing settlement of litigation of N. Lee Ormasa against the City and County by payment of $15,000. (City Attorney)

ACTION:

15. File 45-90-63. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Hartford Insurance Company, intervenor, in the "Leola Gardner v. the City and County of San Francisco" by payment of $18,500. (City Attorney)

ACTION:

16. File 48-90-26. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Edward Pollock by payment of $7,500. (City Attorney)

ACTION:

ADMINISTRATION & OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
235 CITY HALL
SAN FRANCISCO, CA 94102

IMPORTANT
HEARING NOTICE

BOARD of SUPERVISORS

City Hall
San Francisco 94102
554-5184

CALENDAR

NOTICE OF CANCELLED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, January 22, 1991 has been cancelled. The next meeting will be February 12, 1991.

JOHN L. TAYLOR
Clerk of the Board

POSTED: JANUARY 17, 1991

INISTRATION & OVERSIGHT COMMITTEE
RD OF SUPERVISORS
M 235, CITY HALL
FRANCISCO, CA. 94102

ORTANT HEARING NOTICE

SF
S90.24
#1
2/12/91

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, FEBRUARY 12, 1991 - 10:00 A.M. ROOM 228, CITY HALL

PRESENT: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-2. [Appointment] Confirming Mayor's appointment of member of the Parking and Traffic Commission, Arnold Chin, vice himself, term expired, for the four-year term ending December 5, 1994.

   ACTION:

2. File 92-88-14. Consideration of appointment of an alternate General Assembly member to the Association of Bay Area Governments, term to be determined by the Board of Supervisors. (Clerk of the Board)

   Applicant: Supervisor Carole Migden

   ACTION:

3. File 92-90-34. Consideration of appointment of members to the Ballot Simplification Committee, vice Beverly Ornstein, Kay Blalock and Nicholas De Luca, terms expiring November 30, 1990, for the three-year term ending November 30, 1993. (Clerk of the Board)

   Applicants: Kay Blalock

   ACTION:

4. File 92-90-61. Consideration of appointment of members to the Telecommunications Policy Committee, vice Dr. Harold Layer, (Education), Emily Pike (Public Interest), Yulanda Williams (Public Interest), terms expiring, for two-year term ending February 1, 1993. (Clerk of the Board)

   Applicants: Larry Simi
   Sybil Boutilier
   Steven Werth
   Herb Kaplan
   Scott Rodrick
   Dr. Harold Layer
   Sue Levitin

   ACTION:

5. File 92-90-49. Consideration of appointment of member to the Bay Conservation & Development Commission, vice Supervisor Richard Hongisto, Supervisorial term expired, for an indefinite term. (Clerk of the Board)
   (Continued from 1/15/91)

   ACTION:

6. File 92-90-52. Consideration of appointment of member to the Hazardous Materials Advisory Committee, vice Diane Bush, resigned, for unexpired portion of four-year term ending July 1, 1991. (Clerk of the Board)

Applicant: William Harris, Jr. (public)

ACTION:

7. File 92-90-53. Consideration of appointment of member to the City Wide Alcoholism Advisory Board, vice Nicholas Caputi, M.D., resigned, for the unexpired portion of the three-year term ending July 1, 1991. (Clerk of the Board.)

Applicants: Georgia Bates Creel
John O'Brien
Alonzo Gallaread
Carol Vela
Debra Rodriquez
Mary Ann Fleming
Mary Jane D'Orazi
Ronan Byrne
William Gatt
James Ferguson
Michele Friedman

ACTION:

8. File 92-90-54. Consideration of appointment of member to the Citywide Alcoholism Advisory Board, vice Mark Young, resigned, for the unexpired portion of the three-year term ending July 1, 1992. (Clerk of the Board)

Applicants: Georgia Bates Creel
John O'Brien
Alonzo Gallaread
Carol Vela
Debra Rodriquez
Mary Ann Fleming
Mary Jane D'Orazi
Ronan Byrne
William Gatt
James Ferguson
Michele Friedman

ACTION:

9. File 92-90-55. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Elizabeth Tarango (public), resigned, for the unexpired portion of the three-year term ending October 1, 1992. (Clerk of the Board)

Applicants: E Tyronne Howze
Linda Connelly
John O'Brien
Rosalyn Roddy, MSN
Diane Manning
Sandra Brown
Marcia Bunkers
Keith Folger
Maryom Ana Al-Wadi
Joao Nicolau
Ernest Jackson

ACTION:

10. File 92-90-44. Consideration of appointment of members to the Mental Health Advisory Board, vice Richard Samples, (consumer), and Donna Rowles, (public interest), terms expiring January 31, 1991, for the three-year term ending January 31, 1994. (Clerk of the Board)

Applicants:	Carol Yaggy	(public interest)
	Herb Levine	(public interest)
	M. Carmen Gonzalez	(public interest)
	John O'Brien	
	M.P.R. Howard	(consumer)
	Armando Sousa	

ACTION:

11. File 92-91-1. Consideration of appointment of member Mental Health Advisory Board, vice Bert Levinson, M.D. (Physician/Psychiatrist), resigned, for the unexpired portion of the three-year term ending January 31, 1992. (Clerk of the Board)

Applicant: Robin Cooper, M.D.

ACTION:

12. File 92-91-3. Consideration of appointment of member to the Mental Health Advisory Board, vice Louise Swig, (public interest), resigned, for unexpired portion of the three-year term ending January 31, 1993. (Clerk of the Board)

Applicants:	Carol Yaggy	(public interest)
	Herb Levine	(public interest)
	M. Carmen Gonzalez	(public interest)

ACTION:

13. File 89-90-16. [State Disability Insurance] Resolution authorizing enrollment of Classification 0819 Management Information Specialist in the State Disability Insurance Program. (Mayor's Office of Employee Relations Division)

ACTION:

14. File 97-90-1.1. [Settlement of Unlitigated Claims Under $5,000] Ordinance repealing Section 2 of Ordinance No. 66-90, removing the Sunset Clause of the authority provided by Section 10.21 of the San Francisco Administrative Code for the City Attorney or a staff member designed by the City Attorney to settle unlitigated claims of under $5,000 without the approval of the head of the department or the board or commission in charge of the department. (City Attorney) (Companion measure to File 97-90-1)

ACTION:

15. File 97-91-4. [Settlement of Litigation] Ordinance amending Administrative Code, by amending Section 10.22 2, authorizing the City Attorney or a staff member designed by the City Attorney to settle litigation by payment not exceeding $5,000 without the approval of the Chief Administrative Officer or the board or commission in charge of the department, and requiring the City Attorney to submit monthly reports to the Board of Supervisors listing litigation settled for an amount not in excess of $5,000. (City Attorney)

ACTION:

16. File 100-91-2. Hearing to consider 1991-1992 Budget, Board of Supervisors. (Clerk of the Board)

ACTION:

17. File 165-91-1. Hearing to consider which requested management audits and special projects should be performed by the Budget Analyst. (Supervisor Hallinan)

ACTION:

CLOSED SESSION:

18. File 45-91-6. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Dolores Huerta v. City and County of San Francisco. (City Attorney)

ACTION:

19. File 45-91-5. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Gladys Howard against the City and County of San Francisco by payment of $80,000.
(United States District Court No. C87-5877)

ACTION:

20. File 45-90-64. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Ronald S. Malson against the City and County of San Francisco by payment of $7,000. (City Attorney)

ACTION:

21. File 45-91-1. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of matter of John Runfola (Complaint Not Yet Filed) against the City and County of San Francisco.

ACTION:

22. File 45-91-2. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Benjamin Mizryukhin and Olga Fine against the City and County of San Francisco by payment of $15,000. (City Attorney)

ACTION:

23. File 45-91-3. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Godofredo Najarro against the City and County of San Francisco by payment of $27,500. (City Attorney).

ACTION:

24. File 45-91-4. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Kenneth Robinson against the City and County of San Francisco by payment of $17,500. (City Attorney).

ACTION:

25. File 46-90-22. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of the City and County of San Francisco v. John J. Kosewick et al., for $442,100 and to take fee title of the property at the time of payment. (City Attorney).

ACTION:

26. File 48-90-27. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Esther Hagopian in the sum of $8,000. (City Attorney)

ACTION:

27. File 48-90-28. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Ana Post in the sum of $8,750. (City Attorney)

ACTION:

ADMINISTRATIVE & OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 7, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendation

SUBJECT: February 12, 1991 Administration and Oversight Committee Meeting

Item 13 - File 89-90-16

1. The proposed resolution would authorize one employee in the 0819 Management Information Specialist III, Superior Court classification to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employees Relation Division reports that it received a letter from the sole employee in the 0819 Management Information Specialist III classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Items 14 and 15 - Files 97-90-1.1 and 97-91-4

Department: City Attorney

Items: The proposed (File 97-90-1.1) ordinance would repeal Section 2 of Ordinance No. 66-90, removing the Sunset Clause of the authority provided by Section 10.21 of the City's Administrative Code for the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims not exceeding $5,000 without the approval of the Chief Administrative Officer, head of the department or the board or commission in charge of the department.

The proposed (File 97-91-4) ordinance would amend Section 10.22-2 of the City's Administrative Code, authorizing the City Attorney or staff member designated by the City Attorney to settle litigated claims by payment not exceeding $5,000 without the approval of the Chief Administrative Officer, head of the department or the board or commission in charge of the department and requiring the City Attorney to submit monthly reports to the Board of Supervisors listing litigation settled for an amount not in excess of $5,000.

Description: Proposition A, approved by the San Francisco voters in June, 1986, established a Bureau of Claims Investigation in the City Attorney's Office and authorized, by ordinance, the establishment of a revolving fund to settle demands against the City. In February, 1990, the Board of Supervisors approved the creation of a new Claims and Judgment Revolving Fund from which the City Attorney could directly pay claims or judgments against the City (File 97-90-2) not exceeding $5,000. This procedure enables the City Attorney's Office to completely handle these claims without requiring the Controller's certification of each of these payments.

At the same time, the Board of Supervisors approved legislation (Ordinance 66-90; File 97-90-1) permitting the City Attorney or a staff member designated by the City Attorney to settle unlitigated claims not to exceed $5,000 without the approval of the head of the department or the board or commission in charge of the department. As part of this legislation, the Board of Supervisors included a one year sunset clause in order to provide a six month test and evaluation period for the legislation. The current legislation will expire on February 22, 1991. The proposed legislation (File 97-90-1.1) would delete the

sunset clause for unlitigated claims not exceeding $5,000 and make this legislation permanent.

In April, 1990, the Board of Supervisors approved legislation (File 97-90-15) which also enabled the City Attorney's Office to pay litigated claims not to exceed $5,000 from the Claims and Judgment Revolving Fund. However, in contrast to unlitigated claims, this litigated claims legislation still required the involvement and written approval of the department head and the Chief Administrative Officer (CAO) or the appropriate board or commission. The proposed ordinance (File 97-91-4) would amend this existing legislation to delete the written approval of the department head and the CAO or appropriate board or commission. This proposed change would result in the same procedures for both unlitigated and litigated claims not to exceed $5,000 handled by the City Attorney's Office.

As is the current practice, both of the proposed ordinances require that the City Attorney continue to provide monthly reports to each City department and commission and the Board of Supervisors identifying each claim amount demanded, the amount paid, the nature of the incident that gave rise to the claim and the City department involved.

Comments:

1. Regarding the unlitigated claims not to exceed $5,000, Mr. Ray King of the City Attorney's Office reports that for the six month test period between April 1 and September 30, 1990, the City Attorney processed the following number and amounts of monthly claims:

Month	Number of Claims	Average Days to Pay	Total Amount Paid
April	193	108.12	$127,878
May	201	66.07	95,950
June	168	48.19	96,917
July	132	138.05	121,185
August	133	51.33	76,356
September	107	62.24	66,794
Total	934	79.18	$585,080

As reflected above, during this six month test period, it took an average of 79.18 days, to process each unlitigated claim from the day the claim was received by the City until the day the City Attorney paid the claim. Mr. King

reports that prior to the current legislation, claims were taking an average of 180 days to process. This reflects an average reduction of approximately 101 days, or 56 percent.

2. Regarding the litigated claims not to exceed $5,000, Mr. King reports that between April 1 and September 30, 1990, the City Attorney processed the following number and amounts of monthly claims:

Month	Number of Claims	Total Amount Paid
April	3	$11,900
May	14	47,613
June	6	15,899
July	5	12,541
August	11	16,458
September	3	11,900
Total	42	$116,311

Since each of these claims is subject to litigation, the amount of time to process these claims varies considerably and were not part of the six month test.

3. Mr. King further advises that the 42 litigated claims identified above were for the following City departments:

City Department	Number of Claims	Amount of Claims
Public Works	15	$34,145
Police	13	28,103
Fire	8	33,000
Recreation & Park	2	9,500
Fine Arts	1	5,000
Social Services	1	4,900
War Memorial	1	1,000
City Attorney	1	663
Total	42	$116,311

4. It should be noted that the City Attorney handles all City department claims, except for the Public Utilities Commission (MUNI, Hetch and Water), the Port and the Airport. Each of these departments have separate revolving funds from which claims are paid directly.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. In FY 1989-90, a total of 3,008 claims were filed with the City Attorney's Office. During the course of the year, these claims were either denied, paid or litigated. A breakdown by City departments of these 3,008 claims filed in 1989-90 are as follows:

Department	Number of Claims
Police	1,679
Public Works	580
Recreation & Park	180
Sheriff	163
Public Health	136
Fire	80
All other Departments	190
Total	3,008

6. Mr. King had previously reported to the Board of Supervisors that the implementation of the unlitigated claims not exceeding $5,000 legislation which eliminated the approval process through the various City departments could result in the elimination of one 1424 Clerk Typist position in the City Attorney's Office due to the reduced amount of time required to process these small claims. A comparison of the fiscal year 1989-90 and fiscal year 1990-91 Annual Salary Ordinance for the City Attorney's office indicates a reduction of one 1424 Clerk Typist position in the Department's overall positions. Furthermore, Mr. King advises that one of the other Bureau of Claims full-time clerical positions has been reduced to part-time.

7. Mr. King advises that the City is able to save additional money on individual claims if they can be reviewed promptly and paid expeditiously because many claimants would rather accept a lesser amount in cash than to wait several months for their money or to go to court.

8. The Police, Fire and Recreation and Park Commissions, the Department of Public Works, the Department of Public Health and the Sheriff supported the previous legislation regarding the unlitigated claims not exceeding $5,000 and agreed to waive their approval authority for such claims, with the caveat that if the new process was not satisfactory the approval of such claims would be returned to the appropriate departments and

commissions. These City departments seem to agree that for unlitigated claims the current procedure is working effectively and should be continued.

9. In addition, the Police and Fire Commissions, the Department of Public Works and the Department of Public Health have also submitted letters supporting the proposed legislation waiving their written approval authority for litigated claims not exceeding $5,000. However, the Sheriff has indicated that he is opposed to the proposed legislation. In addition, the Recreation and Park Commission's Finance Committee has recommended to the full Commission, which is scheduled to meet on February 21, 1991, that the proposed legislation be amended to (1) require that the City Attorney inform departments of all pending litigated settlements so that the departments have the opportunity to present any objections to such settlements and to (2) provide for automatic reconsideration of the proposed legislation by the Board of Supervisors in the event that individual departments are held accountable for liability claims expenditures.

The Claims and Judgment Revolving Fund, from which all of these claims under $5,000 are paid by the City Attorney's Office, are contained in a City-wide Controller's account. These funds are not currently budgeted by individual departments.

It should also be noted that although the Department of Public Works (DPW) supports the proposed legislation, DPW has requested that the City Attorney confer with DPW before the litigated settlements are made.

Recommendations:

1. Approve the proposed ordinance (File 97-90-1.1) to remove the Sunset Clause for the City Attorney to continue to settle unlitigated claims not exceeding $5,000 without the approval of the head of the department or the board or commission in charge of the department.

2. Approval of the proposed ordinance (File 97-91-4) to authorize the City Attorney to settle litigation not exceeding $5,000, without the approval of the Chief Administrative Officer or the board or commission in charge of the department, is a policy decision for the Board of Supervisors.

Item 17 - File 165-91-1

This item is a hearing to consider which requested management audits and special projects should be performed by the Budget Analyst.

The attachment lists those management audits and special projects which have been assigned to the Budget Analyst, but to date have not been started. The attachment identifies the subject of each assignment, the requesting Supervisor, the date the request was made and a preliminary estimate of the number of hours and cost for each assignment.

The indicated estimates of hours and costs for the requested management audits were based on reviews which would be detailed and comprehensive in nature, covering all aspects of the departments or functions that would be audited. In some cases, it may be the desire of the Board to specify a modified scope of the management audit, or specific audit objectives, that could significantly alter the estimated costs. Should the Board specify such changes, our cost estimates would change accordingly. In cases where the management audit were directed to specific objectives or areas of inquiry that would reduce the scope of the review, the costs would decrease.

The Budget Analyst would of course provide the Board with estimates of costs and time requirements for any new audit subjects not specified on the attached list.

Once the Board of Supervisors selects specific projects for the Budget Analyst to conduct, the Budget Analyst will prepare a task plan, and more precise time and cost requirements for each of the selected management audits and special assignments. In order to assure compliance with the audit objectives of the Board of Supervisors, we would recommend that, for major audits involving a substantial number of staff hours, the Board could initially authorize a small number of staff hours for a pre -audit survey of the subject department in order to permit detailed specification of audit objectives, tasks and staff hours for further review by the Board of Supervisors.

Mr. John Taylor, the Clerk of the Board, indicates that he will be providing the Board of Supervisors with additional information on the proposed Budget Analyst assignments.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
Management Audit of the Parking Authority Supervisor Kennedy, February 7, 1985	800-1,000	$ 49,000- 61,000
Management Audit of the Equal Employment Opportunity Unit, Civil Service Supervisor Kennedy, February 19, 1987	800-1,000	49,000- 61,000
Updates of Juvenile Justice System Management Audits Supervisor Walker, April 9, 1987 Includes Log Cabin Ranch and Juvenile Probation.	1,000-1,500	61,000- 91,500
Management Audit of the Recreation Division, Recreation and Park Supervisor Ward, June 18, 1987 "with the first priority placed on the afterschool program, and also to review and comment on the recommendations from the most recent management audit of the Recreation Division (1979-80) as it compares to this audit.	1,000-1,500	61,000- 91,500
Management Audit of the District Attorney Supervisor Kennedy, October 28, 1987 "determine whether resources are being utilized properly".	1,500-2,000	91,500-122,000
Management Audit of the Community Mental Health Services Supervisor Gonzalez, November 18, 1987 "determine the delivery of services for the City's Hispanic population in the following areas: staffing patterns; management recruitment, and organizational structure; proportion of funding through grants, contracts, and civil service units; and valuation with recommendations to the Board on how to remedy and inequities in the delivery of the above mentioned services."	1,500-2,000	91,500-122,000
Management Audit of the Preferential Parking Program Supervisor Hsieh, December 8, 1987 "in the Tax Collector's License Division and provide recommendations for improving the processing procedures, quantity the current staff hours involved in the processing and suggest alternate staffing profiles for increased efficiency."	800-1,000	49,000- 61,000

JLT
2/5/91

0171d

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
Management Audit of the San Francisco Zoo Supervisor Nelder, January 21, 1988	1,000-1,500	61,000- 91,50
Management Audit of the Department of Public Health Supervisor Walker, March 17, 1988	2,500	152,40
Preliminary Feasibility Study on the Municipalization of PG&E Supervisor Hongisto, December 11, 1987 "feasibility study on the municipalization of PG&E; how much time the City would need to allow for a study to be conducted; and provide a list of prospective companies which could conduct this study and comparative costs between cities which have recently conducted such studies such as Chicago and Long Island."	1,500-2,500	91,500-152,40
Projected Operating Costs and Revenues Associated with a City-Operated Public Power Enterprise Supervisor Hongisto, December 29, 1987 "what the City and County of San Francisco could net profit from extending the current electrical distribution lines in the City in order to supply power to the residents of San Francisco. What types of leasing arrangements might be possible for use of the existing electrical distribution lines in the City to transmit power to City residents and businesses."	Included In Above	
Management Audit of Department of Social Services Supervisor Kennedy, May 5, 1988	2,000-2,500	122,000-152,40

0171d

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
Assessors Office Effectiveness and Efficiency Study Supervisor Hongisto, May 20, 1987 "effectiveness and efficiency of the process of the Assessor's office in determining assessments for commercial buildings in San Francisco. Specifically: why have commercial buildings in San Francisco been assessed at lower than market rate; why tax assessments on some commercial buildings have been reduced by the Assessor's office; comments on the process and criteria for assessing commercial property as well as granting tax reductions; and suggestions on ways in which to improve the speed in which assessments are update in order to generate revenue."	1,000-1,500	61,000- 91,500
Management Audit of the Commission on the Status of Women Supervisor Kennedy, July 8, 1988	200- 500	12,200- 30,500
Management Audit of the Homeless Program Supervisor Kennedy, October 16, 1988	1,000-1,500	61,000- 91,500
Management Audit of Internal Audit Division, Controller Supervisor Kennedy, August 10, 1989	800-1,000	49,000- 61,000
Management Audit of Senior Escort Program Supervisor Kennedy, January 19, 1989 "include a look at various classifications; need and duties of Executive Director, Operational Director, Quality Control Officers; demotion of four supervisor positions; new 8485 position and the administration as a whole."	500- 800	30,500- 49,000
Limited Management Audit of Police Dept. Supervisor Gonzalez, September 6, 1990 "to reflect: 1) present staffing shortages (relative to authorized strength achieved in 1985-86); 2) present status of special units staff (i.e., vice; narcotics, homicide; tactical, etc.); 3) response time; 4) staffing by watch at district stations; 5) costs and schedule to bring department staffing to 1985-86 level (i.e., authorized strength); 6) comparing present crime rate to 1985-86 level."	800-1,000	49,000- 61,000

0171d

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
Public Education for Four Year Olds: Feasibility, Cost Estimates & Cost Savings Supervisor Walker, May 21, 1986 "and what, if anything is occurring at a state-wide level."	100- 200	6,100- 12,200
Criminal Justice Data-Base Model & Costs Supervisor Walker, October 28, 1987 "recommend a model and costs for developing a criminal justice data-base."	200- 500	12,200- 30,500
Cost Analysis of National Council on Crime and Delinquency Recommendations for Alternatives to Incarceration Supervisor Walker, May 5, 1988 "with recommendations of the Jail Policy and Planning Advisory Committee."	100-200	$ 6,100-12,200
Bond Counsel Contracts Analysis Supervisor Ward, June 1, 1988 "in the participation of minority and women owned firms, dollar amounts of contracts (both in the amounts managed and administrative costs), and actions taken within the past twelve months to include MBE/WBE efforts."	100-200	6,100-12,200
Flagship Development Legislation Analysis Supervisor Nelder, July 28, 1989 "to potential for the City's General Fund, both from real estate and gross receipt taxes, taking into account how much income and jobs will be generated by various sizes and types of development."	200-500	12,200-30,500
AIDS Program and Service Comparison Supervisor Nelder, October 24, 1989 "1)How much money the City spends on all programs and services provided to people with AIDS and the source of these funds; 2)what types of programs and services the City provides compared to those provided in other U.S. cities; and 3) what programs and services, such as a mobile early intervention unit, intervention clinic or other services, may be provided by other communities and the potential cost to establish same services in this City."	200-500	12,200-30,500

0171d

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
AIDS Program Funding Analysis Supervisor Walker, July 17, 1986 "overview of all monies committed to AIDS funding locally and where there are gaps or needs for further funding and/or any duplication of effort."	50-100	3,000- 6,100
AIDS Education Cost Comparison Supervisor Walker, August 28, 1986 "compare costs of offering AIDS education to the costs of hospitalization of people with AIDS as part of an analysis on the allocation of AIDS funding."	20- 50	1,200- 3,000
Commission on AIDS Cost Analysis Supervisor Nelder, October 24, 1989	20- 50	1,200- 3,000
Public Defender's Office Employee Performance Oversight Committee, October 16, 1989 "whether employee performance is being hindered by management practices within the Department as cited in the Civil Grand Jury Report of 1988-89."	200-500	12,200-30,500
Public Health Dept.'s FY 1988-90 and 1989-90 Budget Analysis Supervisor Nelder, October 24, 1989 "to ascertain dollar differences in the budgets excluding any increase for salary standardization, excluding any program already in place in fiscal year 1988-89 if service/staff did not increase in the following year, excluding any labor contracts negotiated with employee organizations such as nurses, excluding capital improvements, excluding money paid to private hospitals and excluding money paid to doctors for the care of the indigent."	50-100	3,000- 6,100
Parking Available Parking Systems Feasibility and Cost Analysis Supervisor Ward, May 17, 1990	20- 50	1,200- 3,000
Relinquishment of Embarcadero Freeway From State System Inquiry Supervisor Gonzalez, June 28, 1990	100-200	6,100-12,200

PENDING REQUESTS FOR WORK BY BUDGET ANALYST

	Hours	Costs
Parking Meter Revenues/Meter and Totals Supervisor Nelder, September 19, 1990 "estimates of revenues in total and per meter received by the City from parking meters from various lots or structures throughout the City (such as, Union Street, Irving Street, West Portal, etc.)."	20- 50	1,200- 3,000
Survey and Analysis of Temporary Employees Supervisor Kennedy, November 14, 1990 "currently working throughout the City, how many are being paid at the first salary step and how long these employees have been employed as temporary as needed."	50-100	3,000- 6,100
Cost Analysis of Free Flow vs. Pump-Style Faucets Supervisor Kennedy, November 21, 1990	20- 50	1,200- 3,000
Housing Authority Summary of Grants Supervisor Gonzalez, October 11, 1990 "summary of grants received from Federal Government for tenant improvements in the last two years, and document expenditures."	20- 50	1,200- 3,000
Review of Zoo Staff Salaries & Survey Supervisor Nelder, April 18, 1990 "limited audit comparing salaries of Director, keepers and curators at the SF Zoo to those paid at other zoos in the United States; and determine what percentage of the zoo's budget is allotted for animal care compared to similar zoos."	100-200	6,100-12,200
Survey and Requirements for Bonding Supervisor Gonzalez, August 3, 1987 "conduct survey of other California cities and counties to see if other jurisdictions are waiving bonding requirements and thereby increasing small business participation in public contracts."	100-200	6,100-12,200
City Costs for Automobile Fleet & & Employees Assigned Vehicles Supervisor Nelder, May 4, 1989 "report listing costs to the City for the automobile fleet, including but not limited to the costs of washing, maintenance, repairs, gasoline, rentals, parking, purchases, and any other related expenses. Also list whom City owned automobiles are assigned for business usage."	50-100	3,000- 6,100

0171d

2/26/91

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, FEBRUARY 26, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-90-32. Consideration of appointment of members to the Airport Noise Committee, vice Rufus Davis, Jr. (Supervisor Ward), Jerome Sapiro (Supervisor Gonzalez), Mark M. Young (Supervisor Walker), Barbara W. Sahm (City Planning), Theodore Alex Pedersen (Department of Public Works), and Ron Wilson (Airport) terms expired September 30, 1990, for the three-year term ending September 30, 1993. (Clerk of the Board)

   Applicants: David Wilson (Airport)

   ACTION:

2. File 92-90-33. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Wilbert K. Battle (law enforcement) term expiring October 1, 1990, for the three year term ending October 1, 1993.

   Applicant: Jesse J. Ivy (law enforcement)

   ACTION:

3. File 92-90-40. Consideration of appointment of members to the Veterans Affairs Council, vice Winifred Matia (female), Henri I. Leleu ("1"), Lino Zamacona ("7"), and Charles Gallman (at large) terms expiring, January 31, 1991, for the four-year term ending January 31, 1995. (Clerk of the Board)

   Applicants: Lino E. Zamacona (7)
   Henri I. Leleu (1)
   Arch Wilson (at large)

   ACTION:

4. File 92-91-1. Consideration of appointment of member Mental Health Advisory Board, vice Bert Levinson, M.D. (Physician/Psychiatrist), resigned, for the unexpired portion of the three-year term ending January 31, 1992. (Clerk of the Board)

   Applicants: Robin Cooper, M.D.

   ACTION:

5. File 92-91-2. Consideration of appointment of members of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Ward), Arthur Hurwith, (Supervisor Maher), Robert E. Carter, (Supervisor Kennedy), and Mary O'Connor, (Supervisor Alioto), terms expiring, for two-year term ending March 31, 1993. (Clerk of the Board)

   Applicants: Mary O'Connor

   ACTION:

6. File 92-91-3. Consideration of appointment of member to the Mental Health Advisory Board, vice Louise Swig, (public interest), resigned, for unexpired portion of the three-year term ending January 31, 1993. (Clerk of the Board)
(Continued from February 12)

Applicants: Herb Levine (public interest)
Armando Sousa (public interest)

ACTION:

7. File 92-91-6. Consideration of appointment of member to the Task Force on Transfer Benefits, vice Rosabelle Tobriner, (Health Commissioner) resigned, for indefinite term. (Clerk of the Board)

Applicant: Pierre Lundington (Health Commissioner)

ACTION:

8. File 89-91-1. [State Disability Insurance) Resolution authorizing enrollment of Classification 1823 Senior Administrative Analyst in the State Disability Insurance Program. (Mayor's Office - ERD)

ACTION:

9. File 89-91-2. [State Disability Insurance] Resolution authorizing enrollment of Classification 4349 Real Estate Director in the State Disability Insurance Progrm. (Mayor's Office - ERD)

ACTION:

10. File 89-91-3. [State Disability Insurance] Resolution authorizing enrollment of Classification 2810 Principal Disease Control Investigator in the State Disability Insurance Program. (Mayor's Office - ERD)

ACTION:

11. File 165-91-1. Hearing to consider which requested management audits and special projects should be performed by the Budget Analyst. (Supervisor Hallinan)
(Continued from February 12)

ACTION:

12. File 179-91-1. [Lesbian/Gay Military Personnel] Resolution requesting the City Attorney to act as amicus curiae for San Francisco residents who are lesbian or gay, who serve in the military during Operation Desert Storm, and who are dismissed from military services subsequent to the termination of hostilities on the basis of their sexual orientation. (Supervisor Maher)

ACTION:

CLOSED SESSION:

13. File 45-91-7. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Mercedes Calman against the City and County of San Francisco by payment of $15,000.
(Superior Court No. 881 002)

ACTION:

14. File 45-91-8. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Hallaji against the city and County of San Francisco by payment of $40,000.
(Superior Court No. 909-722)

ACTION:

15. File 46-91-1. [Settlement of Lawsuit] Ordinance authorizing settlement of Kenneth Tobin and Jane Smith v. Fen Fen Huang, et al., upon receipt of the sum of $7,500; and dismissal of complaint. (Superior Court No. 872-720)

ACTION:

16. File 46-91-2. [Settlement of Lawsuit] Ordinance authorizing settlement of John Hatley v. Guo Yi Deng, et al., upon receipt of the sum of $8,333.33; and dismissal of complaint.
(Superior Court No. 922-366)

ACTION:

17. File 46-91-3. [Settlement of Lawsuit] Ordinance authorizing settlement of Robert Skipton Barrington v. Ron C. Meyer, et al., upon receipt of the sum of $13,333.33 less 1/3 costs; and dismissal of complaint. (Superior Court No. 881-753)

ACTION:

18. File 46-91-4. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. General Rent-A-Car, Inc., Piotr Kostrzewski, et al., upon receipt of the sum of $6,411.18; and dismissal of complaint.
(Superior Court No. 907-179)

ACTION:

BOARD OF SUPERVISORS
ADMINISTRATION AND OVERSIGHT COMMITTEE
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 21, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: February 26, 1991 Administration and Oversight Committee Meeting.

Item 8 - File 89-91-1

1. The proposed resolution would authorize thirteen employees from 10 departments, in the 1823 Senior Administrative Analyst classification to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that thirteen of 25 employees in the 1823 Senior Administrative Analyst classification have requested inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 9 - File 89-91-2

1. The proposed resolution would authorize one employee in the 4349 Real Estate Director, Treasurer-Tax Collector classification to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that it received a letter from the sole employee in the 4349 Real Estate Director, Treasurer-Tax Collector classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 10 - File 89-91-3

1. The proposed resolution would authorize two employees in the 2810 Principal Disease Control Investigator, Department of Health, Central Office classification to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by these employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that it received a letter from the two employees in the 2810 Principal Control Investigator classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Memo to Administration and Oversight Committee
February 26, 1991 Administration and Oversight Committee Meeting

Item 11 - File 165-91-1

Note: This item was continued at the February 12, 1991 Administration and Oversight Committee meeting.

This item is a hearing to consider which requested management audits and special projects should be performed by the Budget Analyst.

The attachment identifies those management audits and special projects which have been assigned to the Budget Analyst by current Supervisors that are still interested in the timely completion of these projects. The attachment identifies the subject of each assignment, the requesting Supervisor, the date the request was made and a preliminary estimate of the number of hours and cost for each assignment.

On February 14, 1991, Mr. John Taylor, the Clerk of the Board, issued a memorandum to all members of the Board of Supervisors regarding any suggestions for additional work or preferences for work for the Budget Analyst on management audits and special assignments. As of the writing of this report, Mr. Taylor reports that he has not received any new requests from any Supervisors.

On the attachment, the indicated estimates of hours and costs for the requested management audits were based on reviews which would be detailed and comprehensive in nature, covering all aspects of the departments or functions that would be audited. In some cases, it may be the desire of the Board to specify a modified scope of the management audit, or specific audit objectives, that could significantly alter the estimated costs. Should the Board specify such changes, our cost estimates would change accordingly. In cases where the management audit was directed to specific objectives or areas of inquiry that would reduce the scope of the review, the costs would decrease. The Budget Analyst would of course provide the Board with estimates of costs and time requirements for any new audit subjects that are identified.

Once the Board of Supervisors selects specific projects for the Budget Analyst to conduct, the Budget Analyst will prepare a task plan, and more precise time and cost requirements for each of the selected management audits and special assignments. In order to assure compliance with the audit objectives of the Board of Supervisors, we would recommend that, for major audits involving a substantial number of staff hours, the Board could initially authorize a small number of staff hours for a pre-audit survey of the subject department in order to permit detailed specification of audit objectives, tasks and staff hours for further review by the Board of Supervisors.

Mr. Taylor will be present at the February 26, 1991 Administration and Oversight Committee Meeting to further discuss this item with the Committee.

Pending Requests of Supervisor Jim Gonzalez

1. Housing Authority Summary of Grants $ 1,200- 3,000
Supervisor Gonzalez, October 11, 1990; 20-50 hours.
"summary of grants received from Federal Government for tenant improvements in the last two years, and document expenditures."

[Clerk's comment: The Housing Authority impacts many poor citizens and is an appropriate subject for review]

2. Management Audit of the Community Mental Health Services $ 91,500-122,000
Supervisor Gonzalez, November 18, 1987; 1,500-2,000 hours.
"determine the delivery of services for the City's Hispanic population in the following areas: staffing patterns; management recruitment, and organizational structure; proportion of funding through grants, contracts, and civil service units; and valuation with recommendations to the Board on how to remedy and inequities in the delivery of the above mentioned services."

[Clerk's comment: This could use 51% of the Board's money available for new 1991 work by the budget analyst. The scope of the project could be scaled down. Or perhaps the new Director of Health could be requested to provide the desired information, evaluation, and solution.]

Pending Requests of Supervisor Willie B. Kennedy

3. Management Audit, EEO Unit, Civil Service $ 49,000- 61,000
Supervisor Kennedy, February 19, 1987; 800-1,000 hours.

[Clerk's comment: This project could use 26% of the funds available for new work by the budget analyst. Perhaps the Human Rights Commission staff should be asked to perform a review of the Civil Service EEO unit operations].

4. Management Audit of the District Attorney $ 91,500-122,000
Supervisor Kennedy, October 28, 1987; 1,500-2,000 hours.
"determine whether resources are being utilized properly."

[Clerk's comment: This project could use 51% of the funds available for 1991 new work by the budget analyst. The project is defined very broadly and the need is not clear at this time.]

5. Management Audit of Internal Audit Division, Controller $ 49,000- 61,000
Supervisor Kennedy, August 10, 1989; 800-1,000 hours.

[Clerk's comment: This could use about 26% of funds available for new 1991 work by the budget analyst. There may be greater needs.]

0171d

6. Survey and Analysis of Temporary Employees $ 3,000- 6,100
Supervisor Kennedy, November 14, 1990; 50-100 hours.
"currently working throughout the City, how many are being paid at the first salary step and how long these employees have been employed as temporary as needed."

[Clerk's comment: Because of the tendency of city departments to create temporary positions and pressure from the state to avoid this, a periodic review of the number of temporary employees is appropriate to protect the integrity of the civil service system.]

7. Cost Analysis of Free Flow vs. Pump-Style Faucets $ 1,200- 3,000
Supervisor Kennedy, November 21, 1990; 20-50 hours.

[Clerk's comment: This is a relatively small project which might result in proof that a relatively small expenditure will save a significant amount of water in this drought year.]

Pending Request of Supervisor Doris M. Ward

8. Bond Counsel Contracts Analysis $ 6,100-12,200
Supervisor Ward, June 1, 1988; 100-200 hours.
"in the participation of minority and women owned firms, dollar amounts of contracts (both in the amounts managed and administrative costs), and actions taken within the past twelve months to include MBE/WBE efforts."

[Clerk's comment: This information is important. It could probably be provided by the staff of the CAO which should have this information readily available.]

0171a

Item 12 - File 179-91-1

The proposed resolution would request the City Attorney to act as amicus curiae (friend of the court) for San Francisco residents who are lesbian or gay, who serve in the military during Operation Desert Storm, and who are dismissed from military services subsequent to the termination of hostilities on the basis of their sexual orientation. An amicus curiae is a written brief by an interested individual or entity who is not a party in the action.

According to the proposed resolution, an American general announced last week that lesbian and gay soldiers serving in Operation Desert Storm would not be dismissed on the basis of their sexual orientation during the hostilities, but would be dismissed after the hostilities have terminated.

Comments

1. The City Attorney can act as amicus curiae for these lesbian or gay San Francisco residents through written briefs addressed to the court where the legal action is taking place. Ms. Martie Moore of the City Attorney's Office reports that the cost to the City to prepare the proposed amicus curiae briefs would vary with the facts and complexity of the case(s) as well as the number of cases to be brought before a court.

2. As of the writing of this report, the number of San Francisco residents who are lesbian or gay military personnel serving during Operation Desert Storm and who would potentially avail themselves of the proposed amicus curiae briefs cannot be determined.

Recommendation

The proposed resolution is a policy matter for the Board of Supervisors.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

CALENDAR - ACTIONS TAKEN

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, FEBRUARY 26, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

ABSENT: SUPERVISOR BRITT

ACTING CLERK: PATRICIA J. ENG

1. File 92-90-32. Consideration of appointment of members to the Airport Noise Committee, vice Rufus Davis, Jr. (Supervisor Ward), Jerome Sapiro (Supervisor Gonzalez), Mark M. Young (Supervisor Walker), Barbara W. Sahm (City Planning), Theodore Alex Pedersen (Department of Public Works), and Ron Wilson (Airport) terms expired September 30, 1990, for the three-year term ending September 30, 1993. (Clerk of the Board)

   Applicants: David Wilson (Airport)

   ACTION: HEARING HELD. CONSIDERATION OF APPOINTMENTS VICE RUFUS DAVIS, JR., JEROME SAPIRO, MARK M. YOUNG, BARBARA W. SAHM, AND THEODORE ALEX PEDERSEN CONTINUED TO CALL OF THE CHAIR. APPOINTMENT OF DAVID WILSON VICE RON WILSON RECOMMENDED. (See File 92-90-32.3.)

   File 92-90-32.3. APPOINTMENT OF DAVID WILSON (Airport) VICE RON WILSON RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Appointment] RESOLUTION APPOINTING MEMBER TO THE AIRPORT NOISE COMMITTEE." RECOMMENDED.

2. File 92-90-33. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Wilbert K. Battle (law enforcement) term expiring October 1, 1990, for the three year term ending October 1, 1993.

   Applicant: Jesse J. Ivy (law enforcement)

   ACTION: HEARING HELD. APPOINTMENT OF JESSE J. IVY RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Appointment] RESOLUTION APPOINTING MEMBER TO THE SAN FRANCISCO DRUG ABUSE ADVISORY BOARD." RECOMMENDED.

3. File 92-90-40. Consideration of appointment of members to the Veterans Affairs Council, vice Winifred Matia (female), Henri I. Leleu ("1"), Lino Zamacona ("7"), and Charles Gallman (at large) terms expiring, January 31, 1991, for the four-year term ending January 31, 1995. (Clerk of the Board)

Applicants: Lino E. Zamacona (7)
Henri I. Leleu (1)
Arch Wilson (at large)

ACTION: HEARING HELD. CONSIDERATION OF APPOINTMENTS VICE LINO E. ZAMACONA AND WINIFRED MATIA CONTINUED TO 3/21/91. APPOINTMENT OF HENRI I. LELEU VICE HIMSELF AND ARCH WILSON VICE CHARLES GALLMAN RECOMMENDED. (See File 92-90-40.1.)

File 92-90-40.1. APPOINTMENT OF HENRI I. LELEU VICE HIMSELF AND ARCH WILSON VICE CHARLES GALLMAN RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Appointment] RESOLUTION APPOINTING MEMBERS TO THE SAN FRANCISCO VETERANS AFFAIRS COUNCIL." RECOMMENDED.

4. File 92-91-1. Consideration of appointment of member Mental Health Advisory Board, vice Bert Levinson, M.D. (Physician/Psychiatrist), resigned, for the unexpired portion of the three-year term ending January 31, 1992. (Clerk of the Board)

(Continued from 2/12/91)

Applicant: Robin Cooper, M.D.

ACTION: HEARING HELD. APPOINTMENT OF ROBIN COOPER, M.D. RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Appointment] RESOLUTION APPOINTING MEMBER TO THE SAN FRANCISCO MENTAL HEALTH ADVISORY BOARD." RECOMMENDED.

5. File 92-91-2. Consideration of appointment of members of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Ward), Arthur Hurwith, (Supervisor Maher), Robert E. Carter, (Supervisor Kennedy), and Mary O'Connor, (Supervisor Alioto), terms expiring, for two-year term ending March 31, 1993. (Clerk of the Board)

Applicants: Mary O'Connor

ACTION: CONTINUED TO 3/12/91.

6. File 92-91-3. Consideration of appointment of member to the Mental Health Advisory Board, vice Louise Swig, (public interest), resigned, for unexpired portion of the three-year term ending January 31, 1993. (Clerk of the Board)

(Continued from 2/12/91)

Applicants: Herb Levine (public interest)
Armando Sosa (public interest)
Edward de la Cruz (public interest)

ACTION: HEARING HELD. APPOINTMENT OF EDWARD DE LA CRUZ RECOMMENDED. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Appointment] RESOLUTION APPOINTING MEMBER TO THE SAN FRANCISCO MENTAL HEALTH ADVISORY BOARD." RECOMMENDED.

7. File 92-91-6. Consideration of appointment of member to the Task Force on Transfer Benefits, vice Rosabelle Tobriner, (Health Commissioner) resigned, for indefinite term. (Clerk of the Board)

Applicant: Pierre Lundington (Health Commissioner)

ACTION: CONTINUED TO 3/21/91.

8. File 89-91-1. [State Disability Insurance) Resolution authorizing enrollment of Classification 1823 Senior Administrative Analyst in the State Disability Insurance Program. (Mayor's Office - ERD)

ACTION: RECOMMENDED.

9. File 89-91-2. [State Disability Insurance] Resolution authorizing enrollment of Classification 4349 Real Estate Director in the State Disability Insurance Program. (Mayor's Office - ERD)

ACTION: RECOMMENDED.

10. File 89-91-3. [State Disability Insurance] Resolution authorizing enrollment of Classification 2810 Principal Disease Control Investigator in the State Disability Insurance Program. (Mayor's Office - ERD)

ACTION: RECOMMENDED.

11. File 165-91-1. Hearing to consider which requested management audits and special projects should be performed by the Budget Analyst. (Supervisor Hallinan)

(Continued from 2/12/91)

ACTION: HEARING HELD. CONTINUED TO 3/12/91.

12. File 179-91-1. [Lesbian/Gay Military Personnel] Resolution requesting the City Attorney to act as amicus curiae for San Francisco residents who are lesbian or gay, who serve in the military during Operation Desert Storm, and who are dismissed from military services subsequent to the termination of hostilities on the basis of their sexual orientation. (Supervisor Maher)

ACTION: RECOMMENDED.

CLOSED SESSION:

MOTION ADOPTED. AUTHORIZING MS. MARTHA I. JIMINEZ, LEGISLATIVE POLICY ANALYST, TO ATTEND CLOSED SESSIONS OF THE ADMINISTRATION AND OVERSIGHT COMMITTEE ADOPTED.

13. File 45-91-7. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Mercedes Calman against the City and County of San Francisco by payment of $15,000.
(Superior Court No. 881-002)

ACTION: TABLED.

14. File 45-91-8. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Linda Hallaji against the city and County of San Francisco by payment of $40,000.
(Superior Court No. 909-722)

ACTION: RECOMMENDED.

15. File 46-91-1. [Settlement of Lawsuit] Ordinance authorizing settlement of Kenneth Tobin and Jane Smith v. Fen Fen Huang, et al., upon receipt of the sum of $7,500; and dismissal of complaint. (Superior Court No. 872-720)

    ACTION: RECOMMENDED.

16. File 46-91-2. [Settlement of Lawsuit] Ordinance authorizing settlement of John Hatley v. Guo Yi Deng, et al., upon receipt of the sum of $8,333.33; and dismissal of complaint. (Superior Court No. 922-366)

    ACTION: RECOMMENDED.

17. File 46-91-3. [Settlement of Lawsuit] Ordinance authorizing settlement of Robert Skipton Barrington v. Ron C. Meyer, et al., upon receipt of the sum of $13,333.33 less 1/3 costs; and dismissal of complaint. (Superior Court No. 881-753)

    ACTION: RECOMMENDED.

18. File 46-91-4. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. General Rent-A-Car, Inc., Piotr Kostrzewski, et al., upon receipt of the sum of $6,411.18; and dismissal of complaint. (Superior Court No. 907-179)

    ACTION: RECOMMENDED.

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MARCH 12, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-1. [Appointment] Confirming Mayor's appointment of member of the Bay Area Air Quality Management District, replacing Supervisor Jim Gonzalez, resigned, effective December 31, 1990.

   Applicant: Supervisor Roberta Achtenberg

   ACTION:

2. File 33-91-3. [Appointment] Confirming Mayor's appointment of Edward M. Harrington to position of Controller, for a ten-year term to expire in 2001, vice Samuel D. Yockey, resigned. (Mayor)

   ACTION:

3. File 92-90-14. Consideration of appointment of members to the Hazardous Materials Advisory Committee Judith Guerriero, (Public Educator) and Frank J. Moycroft, (Toxicologist) terms expiring July 1, 1990, for the four-year term ending July 15, 1994.

   Applicants: Patricia H. Hiatt (Toxicologist)
   Nonresident; need waiver for qualified applicant?

   ACTION:

4. File 92-90-40. Consideration of appointment of members to the Veterans Affairs Council, vice Winifred Matia (female), and Lino Zamacona ("7"), terms expiring, January 31, 1991, for the four-year term ending January 31, 1995. (Clerk of the Board)
   (Continued from 2/26/91.)

   Applicants: Lino E. Zamacona (7)
   Sarah Davis (female)

   ACTION:

5. File 92-90-57. Consideration of selection of person to represent the County of San Francisco on the California Council on Partnership (one from the private sector). (Supervisor Kennedy)

   Applicant: Madge Gates (private sector)

   ACTION:

6. File 92-91-2. Consideration of appointment of members of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Ward), Arthur Hurwith, (Supervisor Maher), Robert E. Carter, (Supervisor Kennedy), and Mary O'Connor, (Supervisor Alioto), terms expiring, for two-year term ending March 31, 1993. (Clerk of the Board) (Continued from 2/26/91)

Applicant: Mary O'Connor

ACTION:

7. File 92-91-5. Consideration of appointment of member to the Association of Bay Area Governments Executive Board, (alternate) vice Supervisor Harry G. Britt, resigned, for the unexpired portion of the two-year term ending June 30, 1991. (Clerk of the Board)

Applicant: Supervisor Carole Migden

ACTION:

8. File 92-91-6. Consideration of appointment of member to the Task Force on Transfer Benefits, vice Rosabelle Tobriner, (Health Commissioner) resigned, for indefinite term. (Clerk of the Board) (Continued from 2/26/91.)

Applicant: Pierre Ludington (Health Commissioner)

ACTION: NOTE: Mr. Ludington will be in Washington D. C. on 3/12/91; but will be able to attend 3/26/91.

9. File 56-91-1. Hearing to consider amending the Rules of Order to mandate that all legislation be sponsored by a member of the Board of Supervisors, not departments or commissions. (Supervisor Alioto)

ACTION:

10. File 89-91-4. [State Disability Insurance] Resolution authorizing enrollment of classifications A911 Electronic Instrumentation Assistant Supervisor and 2403 Forensic Laboratory Technician in the State Disability Insurance Program. (Mayor's Office of Employee Relations Division)

ACTION:

11. File 106-91-1. [Staff Report and Salary and Wage Survey Booklet] Hearing to consider Civil Service Commission Staff Report Salary Standardization, Fiscal Year 1991-92, adopted by the Commission on January 28, 1991 and the Salary and Wage Survey Preliminary Booklet dated January 28, 1991, with proposed benchmark of compensation adjustments approved by the Civil Service Commission for classifications subject to the provisions of Charter Sections 8.400. 8.401 and 8.407. (Civil Service Commission)

ACTION:

12. File 165-91-1. Hearing to consider which requested management audits and special projects should be performed by the Budget Analyst. (Supervisor Hallinan) (Continued from 2/26/91)

ACTION:

CLOSED SESSION

13. File 45-91-12. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Ricky Odoms, et al. against the City and County of San Francisco for $25,000. (City Attorney)
(Superior Court No. 893-313)

ACTION:

14. File 45-91-9. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Bonita Sebastian Trumbule against the City and County of San Francisco by payment of $12,000. (City Attorney).
(Municipal Court Action No. 044-527)

ACTION:

15. File 45-91-10. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Leola Gardner against the City and County of San Francisco by payment of $60,000. (City Attorney).
(Superior Court Action No. 833-652)

ACTION:

16. File 45-91-11. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Robert and Danita Sorenson against the City and County of San Francisco by payment of $7,000. (City Attorney).
(Superior Court Action No. 914-775)

ACTION:

17. File 46-91-5. [Settlement of Lawsuit] Authorizing settlement of Ernest East v. Flyer Industries, Bostrom Seating, Inc., et al., upon receipt of the sum of $2,000; and dismissal of complaint. (City Attorney).
(Superior Court Action No. 857-890)

ACTION:

18. File 46-91-6. [Settlement of Lawsuit] Authorizing settlement of Paul Bellazain v. Armored Transport of California, Inc., et al., upon receipt of the sum of $2,400; and release or transfer of lien. (City Attorney).
Superior Court Action No. 854-250)

ACTION:

ADMINISTRATION & OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
235 CITY HALL
SAN FRANCISCO, CA 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 7, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendation

SUBJECT: March 12, 1991 Administration and Oversight Committee Meeting

Item 10 - File 89-91-4

1. The proposed resolution would authorize four employees in the A922 Electronic Instrumentation Assistant Supervisor classification, Department of Public Works, Bureau of Water Pollution Control and one employee in the 2403 Forensic Laboratory Technician classification, Department of the Medical Examiner to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that it received a letter from all four employees in the A922 Electronic Instrumentation Assistant Supervisor classification and the one employee in the 2403 Forensic Laboratory Technician classification requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 11 - File 106-91-1

1. This item is a hearing to consider the Civil Service Commission staff report on salary standardization for Fiscal Year 1991-92 and the Salary and Wage Survey, Preliminary Staff Recommendations. The Salary and Wage Survey presents preliminary computations of Fiscal Year 1991-92 pay rates for the City's miscellaneous employees in accordance with the provisions of Charter Sections 8.400, 8.401 and 8.407. The Civil Service Commission will submit revised computations later this month. The final staff recommended salaries and wages for 1991-92 will be subsequently incorporated into an ordinance to be submitted to the Board of Supervisors.

Salary Standardization Procedure

2. Charter Section 8.401 establishes the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid ". . . in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

3. The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing rate wage, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

Internal Adjustments

4. After the preliminary salary survey recommendations are released by the Civil Service Commission, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the preliminary recommendations for specific classes within designated benchmarks. These "internal adjustment" requests are analyzed by the Commission. Where appropriate, internal adjustments for specific classes are incorporated into the final salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors. No internal adjustments are included in the preliminary salary recommendations, but such adjustments will be included in a later March update of the preliminary salary recommendations.

Updating Procedure

5. The Commission's preliminary survey recommendations were based on information collected before January 1, 1991. By mid-March, the Commission will finish updating the survey. This process consists of determining the appropriate salary for each position as of July 1, 1991 based upon updated salary schedules in other jurisdictions. The results form the basis of the Commission's updated salary recommendations.

6. The Commission's update of preliminary salary recommendations is made each year in an effort to comply with the Charter's provisions (Sections 8.401 and 8.407) that salaries be set in accordance with the "prevailing rates" in other jurisdictions. The Charter does not require a survey update. However, for purposes of setting the salaries for City employees, the Civil Service Commission defines "prevailing rates" as that rate effective July 1 of the fiscal year in other jurisdictions which corresponds with the fiscal year for which the salaries are to be set in San Francisco. Using this definition, the preliminary survey must be updated after the July 1 salaries in other jurisdictions have been determined. In an opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries. Historically, the updating procedures have significantly increased the cost of the Commission's preliminary salary recommendations.

7. The Civil Service Commission reports that the preliminary wage and salary recommendations represent an average salary increase of approximately 1.4 percent for the approximately 22,071 budgeted, miscellaneous positions. The highest recommended increase is for the 8214 Parking Control Officer benchmark (affecting 402 positions) with a recommended increase of 7.0 percent.

8. The Controller has estimated the cost increase resulting from the recommended wage and salary increases based on (a) the preliminary Civil Service Wage and Salary Survey for 1991-92 and (b) the number of filled positions. The Controller estimates that increased salaries and related fringe benefits (retirement, social security, and unemployment tax) will cost $12,986,523. Of this amount, the cost to the General Fund is estimated to be approximately $9.5 million.

Comment

In its report of February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst, and the Controller's Office projected a shortfall of up to $158.3 million for Fiscal Year 1991-92. Included in the projected shortfall of $158.3 million is an estimate for General Fund salary standardization of $71.2 million (total estimated cost of $97.5 million), which is based on an average salary increase of 5.5 percent. The estimated increase of $12,986,523 for salaries and related fringe benefits, as estimated by the Controller, represents the preliminary projected salary standardization cost for miscellaneous employees. The final salary standardization estimate of $97.5 million includes estimated salary increases not only for miscellaneous employees but also estimated salary increases for nurses, MUNI platform employees and uniformed employees (e.g. Police and Fire).

Recommendation

Continue the item pending completion of the final salary and wage survey and submittal to the Board of Supervisors of the final Fiscal Year 1991-92 salary and wage rates recommended by the Civil Service Commission.

Item 12 - File 165-91-1

Note: This item was continued at the February 26, 1991 Administration and Oversight Committee meeting.

This item is a hearing to consider which requested management audits and special projects should be performed by the Budget Analyst.

The attachment identifies those management audits and special projects which have been assigned to the Budget Analyst by current Supervisors that are still interested in the timely completion of these projects. The attachment identifies the subject of each assignment, the requesting Supervisor, the date the request was made and a preliminary estimate of the number of hours and cost for each assignment.

On February 14, 1991, Mr. John Taylor, the Clerk of the Board, issued a memorandum to all members of the Board of Supervisors regarding any suggestions for additional work or preferences for work for the Budget Analyst on management audits and special assignments. As of the writing of this report, Mr. Taylor reports that he has not received any new requests from any Supervisors.

On the attachment, the indicated estimates of hours and costs for the requested management audits were based on reviews which would be detailed and comprehensive in nature, covering all aspects of the departments or functions that would be audited. In some cases, it may be the desire of the Board to specify a modified scope of the management audit, or specific audit objectives, that could significantly alter the estimated costs. Should the Board specify such changes, our cost estimates would change accordingly. In cases where the management audit was directed to specific objectives or areas of inquiry that would reduce the scope of the review, the costs would decrease. The Budget Analyst would of course provide the Board with estimates of costs and time requirements for any new audit subjects that are identified.

Once the Board of Supervisors selects specific projects for the Budget Analyst to conduct, the Budget Analyst will prepare a task plan, and more precise time and cost requirements for each of the selected management audits and special assignments. In order to assure compliance with the audit objectives of the Board of Supervisors, we would recommend that, for major audits involving a substantial number of staff hours, the Board could initially authorize a small number of staff hours for a pre-audit survey of the subject department in order to permit detailed specification of audit objectives, tasks and staff hours for further review by the Board of Supervisors.

Mr. Taylor will be present at the March 12, 1991 Administration and Oversight Committee Meeting to further discuss this item with the Committee.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

Pending Requests of Supervisor Jim Gonzalez

1. Housing Authority Summary of Grants $ 1,200- 3,000
Supervisor Gonzalez, October 11, 1990; 20-50 hours.
"summary of grants received from Federal Government for tenant improvements in the last two years, and document expenditures."

[Clerk's comment: The Housing Authority impacts many poor citizens and is an appropriate subject for review]

2. Management Audit of the Community Mental Health Services $ 91,500-122,000
Supervisor Gonzalez, November 18, 1987; 1,500-2,000 hours.
"determine the delivery of services for the City's Hispanic population in the following areas: staffing patterns; management recruitment, and organizational structure; proportion of funding through grants, contracts, and civil service units; and valuation with recommendations to the Board on how to remedy and inequities in the delivery of the above mentioned services."

[Clerk's comment: This could use 51% of the Board's money available for new 1991 work by the budget analyst. The scope of the project could be scaled down. Or perhaps the new Director of Health could be requested to provide the desired information, evaluation, and solution.]

Pending Requests of Supervisor Willie B. Kennedy

3. Management Audit, EEO Unit, Civil Service $ 49,000- 61,000
Supervisor Kennedy, February 19, 1987; 800-1,000 hours.

[Clerk's comment: This project could use 26% of the funds available for new work by the budget analyst. Perhaps the Human Rights Commission staff should be asked to perform a review of the Civil Service EEO unit operations].

4. Management Audit of the District Attorney $ 91,500-122,000
Supervisor Kennedy, October 28, 1987; 1,500-2,000 hours.
"determine whether resources are being utilized properly."

[Clerk's comment: This project could use 51% of the funds available for 1991 new work by the budget analyst. The project is defined very broadly and the need is not clear at this time.]

5. Management Audit of Internal Audit Division, Controller $ 49,000- 61,000
Supervisor Kennedy, August 10, 1989; 800-1,000 hours.

[Clerk's comment: This could use about 26% of funds available for new 1991 work by the budget analyst. There may be greater needs.]

0171a

6. Survey and Analysis of Temporary Employees $ 3,000- 6,100
Supervisor Kennedy, November 14, 1990; 50-100 hours.
"currently working throughout the City, how many are being paid at the first salary step and how long these employees have been employed as temporary as needed."

[Clerk's comment: Because of the tendency of city departments to create temporary positions and pressure from the state to avoid this, a periodic review of the number of temporary employees is appropriate to protect the integrity of the civil service system.]

7. Cost Analysis of Free Flow vs. Pump-Style Faucets $ 1,200- 3,000
Supervisor Kennedy, November 21, 1990; 20-50 hours.

[Clerk's comment: This is a relatively small project which might result in proof that a relatively small expenditure will save a significant amount of water in this drought year.]

Pending Request of Supervisor Doris M. Ward

8. Bond Counsel Contracts Analysis $ 6,100-12,200
Supervisor Ward, June 1, 1988; 100-200 hours.
"in the participation of minority and women owned firms, dollar amounts of contracts (both in the amounts managed and administrative costs), and actions taken within the past twelve months to include MBE/WBE efforts."

[Clerk's comment: This information is important. It could probably be provided by the staff of the CAO which should have this information readily available.]

0171d

REVISED

Item 11 - File 106-91-1

1. This item is a hearing to consider the Civil Service Commission staff report on salary standardization for Fiscal Year 1991-92 and the Salary and Wage Survey, Preliminary Staff Recommendations. The Salary and Wage Survey presents preliminary computations of Fiscal Year 1991-92 pay rates for the City's miscellaneous employees in accordance with the provisions of Charter Sections 8.400, 8.401 and 8.407. The Civil Service Commission will submit revised computations later this month. The final staff recommended salaries and wages for 1991-92 will be subsequently incorporated into an ordinance to be submitted to the Board of Supervisors.

Salary Standardization Procedure

2. Charter Section 8.401 establishes the general guidelines for the Civil Service Salary Standardization procedure. This Section provides that miscellaneous employees be paid ". . . in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 provides a set procedure and a mathematical formula by which wages for employees covered by Section 8.401 will be set. The procedure requires that data on wages paid for comparable employment be collected from six Bay Area counties (Marin, San Francisco, San Mateo, Santa Clara, Alameda and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

3. The wage and salary survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. There are currently 53 benchmarks. Survey data are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing rate wage, as determined by the survey, is above the wage paid by the City, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City, no wage increase is warranted. In general, if the wages of a benchmark class are recommended for an increase, all classes tied to that benchmark will be recommended for a corresponding increase. Similarly, if the wages of a benchmark class are not recommended for an increase, none of the classes tied to the benchmark class will be recommended for a wage increase.

Internal Adjustments

4. After the preliminary salary survey recommendations are released by the Civil Service Commission, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the preliminary recommendations for specific classes within designated benchmarks. These "internal adjustment" requests are analyzed by the Commission. Where appropriate, internal adjustments for specific classes are incorporated into the final salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors. No internal adjustments are included in the preliminary salary recommendations, but such adjustments will be included in a later March update of the preliminary salary recommendations.

Updating Procedure

5. The Commission's preliminary survey recommendations were based on information collected before January 1, 1991. By mid-March, the Commission will finish updating the survey. This process consists of determining the appropriate salary for each position as of July 1, 1991 based upon updated salary schedules in other jurisdictions. The results form the basis of the Commission's updated salary recommendations.

6. The Commission's update of preliminary salary recommendations is made each year in an effort to comply with the Charter's provisions (Sections 8.401 and 8.407) that salaries be set in accordance with the "prevailing rates" in other jurisdictions. The Charter does not require a survey update. However, for purposes of setting the salaries for City employees, the Civil Service Commission defines "prevailing rates" as that rate effective July 1 of the fiscal year in other jurisdictions which corresponds with the fiscal year for which the salaries are to be set in San Francisco. Using this definition, the preliminary survey must be updated after the July 1 salaries in other jurisdictions have been determined. In an opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries. Historically, the updating procedures have significantly increased the cost of the Commission's preliminary salary recommendations.

7. The Civil Service Commission staff reports that the final wage and salary recommendations represent an average salary increase of approximately 5.6 percent for the approximately 22,077 budgeted, miscellaneous positions. The highest recommended increase is for the 8214 Parking Control Officer benchmark (affecting 402 positions) with a recommended increase of 11.5 percent.

8. The Controller has estimated the cost increase resulting from the recommended wage and salary increases based on (a) the preliminary Civil Service Wage and Salary Survey for 1991-92 and (b) the number of filled positions. The Controller estimates that increased salaries and related fringe benefits (retirement, social security, and unemployment tax) will cost $12,986,523 for miscellaneous employees. Of this amount, the cost to the General Fund is estimated to be approximately $9.5 million.

Comments

1. In its report of February 20, 1991, the Mayor's Office, the Board of Supervisors Budget Analyst, and the Controller's Office projected a shortfall of up to $158.3 million for Fiscal Year 1991-92. Included in the projected shortfall of $158.3 million is an estimate for General Fund salary standardization of $71.2 million (total estimated cost of $97.5 million), which is based on an average salary increase of 5.5 percent. The salary standardization estimate of $97.5 million includes estimated salary increases not only for miscellaneous employees but also estimated salary increases for nurses, MUNI platform employees and uniformed employees (e.g. Police and Fire).

2. The Budget Analyst has been advised that the Civil Service Commission staff will present the final report on salary standardization for 1991-92 at the Civil Service Commission meeting of March 11, 1991. As previously noted, according to the just released staff report, the final salary recommendations for miscellaneous employees represent an average salary increase of 5.6% for approximately 22,077 budgeted miscellaneous positions. According to Mr. John Madden of the Controller's Office, based on the 1990-91 budgeted number of positions, an average salary increase of 5.6% for miscellaneous employees would cost $63.5 million, of which $46.4 million would be the cost of the General Fund.

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, MARCH 26, 1991 - 10:30 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-4. Confirming Mayor's appointments to the San Francisco War Memorial Board of Trustees, Gina Moscone, vice herself, Charlotte Swig, vice herself, Marie Acosta-Colon, vice Claude Jarman, and Zuretti L. Goosby, vice Sam Harrison, terms expired, for the six-year term ending January 2, 1997. (Mayor)

   ACTION:

2. File 33-91-5. Confirming Mayor's appointments to the San Francisco Relocation Appeals Board, Patricia Aguayo, vice herself, and Jamal F. Mogannam, vice himself, terms expired, for the three-year term ending January 2, 1994. (Mayor)

   ACTION:

3. File 92-90-14. Consideration of appointment of members to the Hazardous Materials Advisory Committee Judith Guerriero, (Public Educator) and Frank J. Moycroft, (Toxicologist) terms expiring July 1, 1990, for the four-year term ending July 15, 1994. (Continued from 3/12/91)

   Applicant: Patricia H. Hiatt (Toxicologist)

   ACTION:

4. File 92-90-22. Consider of appointment of members to the Emergency Medical Care Committee, vice Tena C. Watkins (consumer), and Elizabeth Carroll (nurse), terms expired, for three-year terms ending June 30, 1992. (Clerk of the Board)

   Applicant: Camille Huchton (Consumer)

   ACTION:

5. File 92-90-34. Consideration of appointment of member to the Ballot Simplification Committee, vice Beverly Ornstein, term expired November 30, 1990, for the two-year term ending November 30, 1992. (Clerk of the Board)

   Applicant: John M. Odell

   ACTION:

6. File 92-91-6. Consideration of appointment of member to the Task Force on Transfer Benefits, vice Rosabelle Tobriner, (Health Commissioner) resigned, for indefinite term. (Clerk of the Board) (Continued from 3/12/91.)

   Applicant: Pierre Ludington (Health Commissioner)

   ACTION:

7. File 56-91-1. Hearing to consider amending the Rules of Order to mandate that all legislation be sponsored by a member of the Board of Supervisors, not departments or commissions. (Supervisor Alioto) (Continued from 3/12/91)

   ACTION:

8. File 89-91-5. [State Disability Insurance] Resolution authorizing enrollment of Classification 1811 Management Information System Specialist I in the State Disability Insurance Program. (Mayor's Office of Employee Relations Division)

9. File 89-91-6. [State Disability Insurance] Resolution authorizing enrollment of Classification A-032 Traffic Sign Manager in the State Disability Insurance Program. (Mayor's Office of Employee Relations Division)

ACTION:

CLOSED SESSION

10. File 45-91-13. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Anita Solorio against the City and County of San Francisco by payment of $21,000. (City Attorney) (Supervisor Court No. 919-887)

ACTION:

11. File 45-91-14. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rose Lee against the city and County of San Francisco by payment of $11,250. (City Attorney) (Superior Court No. 919-299)

ACTION:

12. File 48-91-1. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of California State Auto Association in the sum of $7,459.99. (City Attorney)

ACTION:

13. File 48-91-2. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Evelyn Chew in the sum of $6,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

March 21, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - recommendations

SUBJECT: March 26, 1991 Administration and Oversight Committee Meeting

Item 8 - File 89-91-5

1. The proposed resolution would authorize eleven employees from five departments, in the 1811 Management Information System Specialist I classification to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that all employees in the 1811 Management Information System Specialist I classification have requested inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Item 9 - File 89-91-6

1. The proposed resolution would authorize one employee in the A-032 Traffic Sign Manager classification, Department of Parking and Traffic, to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.0 percent of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The Employee Relations Division (ERD) reports that it received a request from the sole employee in the A-032 Traffic Sign Manager classification, Department of Parking and Traffic requesting inclusion in the SDI program.

Recommendation

Approve the proposed resolution.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

C A L E N D A R

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, APRIL 9, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 165-91-1. Hearing to consider which requested management audits and special projects should be performed by the Budget Analyst. (Supervisor Hallinan) (Continued from 3/12)

   ACTION:

2. File 92-90-26.2. Consideration of appointment of one member, Task Force on Transfer of Benefits (one member representing persons with catastrophic illnesses). (Clerk of the Board)

   Applicant: Doug Franks

   ACTION:

3. File 92-91-2. Consideration of appointment of members of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Ward), Arthur Hurwith, (Supervisor Maher), and Robert E. Carter, (Supervisor Kennedy), terms expired, for two-year term ending March 31, 1993. (Clerk of the Board)

   Applicant: Arthur Hurwith (Supervisor Maher)

   ACTION:

4. File 92-91-11. Consideration of appointment of two (2) members to the Task Force on Large-Scale Drug Stores, (category e) a representative of one large-scale drug store and (category f) a representative from the National Association of Chain Drug Stores. (Supervisors Alioto and Ward shall together submit a nominee for each category)

   Applicants: Bill Henry (Thrifty Corp. - category e)
   Robert S. Arenson (Walgreen Drug Co. - category f)

   ACTION:

CLOSED SESSION

5. File 45-91-14. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rose Lee against the city and County of San Francisco by payment of $11,250. (City Attorney) Superior Court No. 919-299. (Continued from 3/26)

   ACTION:

6. File 45-91-15. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Janice Wong against the City and County of San Francisco by payment of $10,000. (City Attorney) (Superior Court No. 917-834)

   ACTION:

7. File 45-91-16. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jeffrey Yang against the City and County of San Francisco by payment of $110,000. (City Attorney)
(San Mateo Superior Court No. 352-010)

ACTION:

8. File 45-91-17. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jennifer Hsu against the City and County of San Franicsco by payment of $6,200. (City Attorney)
(Superior Court No. 875-329)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT NOTICE

CITY AND COUNTY  OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 5, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: April 9, 1991 Administration and Oversight Committee Meeting

Item 1 - File 165-91-1

Note: This item was continued at the March 12, 1991 Administration and Oversight Committee meeting.

This item is a hearing to consider which requested management audits and special projects should be performed by the Budget Analyst.

At the March 12, 1991 Administration and Oversight Committee meeting, Mr. John Taylor, the Clerk of the Board of Supervisors, was requested to present an overall procedure to the Administration and Oversight Committee for allocating the Budget Analyst's assignments for management audits and special projects. Mr. Taylor will be present at the April 9, 1991 Administration and Oversight Committee Meeting to further discuss this item with the Committee.

Comments

The 1991 contract between the Board of Supervisors and the Budget Analyst set aside 22.7 percent, or $261,797 of the total contract for management audits and special projects, to be designated by vote of the Board of Supervisors. To date, the Budget Analyst has completed a management audit of the City's Purchasing Department, a management audit of the Police Department's 911 System in conjunction with the Controller's Office and a feasibility study of the 1994 World Soccer Cup in 1991. The total 1991 cost to complete these three studies was $36,363.

A motion adopted by the Board of Supervisors on March 18, 1991 directed the Budget Analyst to conduct an independent review and verification of the data used for the Salary Standardization Ordinance for fiscal year 1991-92. The Budget Analyst is currently working on this study and projects that the report will be completed by April 15, 1991. The cost for this study will be approximately $36,576.

In addition, a motion adopted by the Board of Supervisors on April 1, 1991 directed the Budget Analyst to survey programs for senior citizens offered by the City and County of San Francisco and private, non-profit providers in San Francisco. This study will also categorize the type of services being provided to the elderly and identify the unmet needs and gaps in the system. The Budget Analyst estimates that the first phase of the study will be completed by early May and the second phase of the study completed by late May, 1991. The total estimated cost for this study is $34,138.

Together, the total cost of these completed and ongoing studies is approximately $107,077. Based on the total 1991 Budget Analyst's contractual amount of $261,797 allocated for management audits and special projects, approximately $154,720 is currently available for additional assignments during 1991.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, APRIL 23, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-5. Confirming Mayor's appointment to the San Francisco Relocation Appeals Board, Patricia Aguayo, vice herself, term expired, for the three-year term ending January 2, 1994. (Mayor) (Continued from 3/26/91)

   ACTION:

2. File 92-90-12.1. Consideration of appointment of members to the Emergency Medical Care Committee, representing (member of agency/community service organization serving the interests of senior citizens in San Francisco), for three-year term ending June 30, 1993. (Clerk of the Board)

   Applicant: Kenneth Passamaneck, M.D.

   ACTION:

3. File 92-90-14. Consideration of appointment of members to the Hazardous Materials Advisory Committee Judith Guerriero, (Public Educator) and Frank J. Moycroft, (Toxicologist) terms expired July 1, 1990, for the four-year term ending July 15, 1994. (Continued from 3/26/91)

   Applicant: Patricia H. Hiatt (Toxicologist)

   ACTION:

4. File 92-90-22. Considertion of appointment of member to the Emergency Medical Care Committee, vice Elizabeth Carroll (nurse) term expired, for the three-year term ending June 30, 1992. (Clerk of the Board)

   Applicant: Yuhum Digdigan, RN. MS. CCRN

   ACTION:

5. File 92-91-2. Consideration of appointment of members of the Advisory Council to the Commission on the Aging, vice Harold B. Brooks, (Supervisor Ward), and Roberta E. Carter, (Supervisor Kennedy), terms expiring, for two-year term ending March 31, 1993. (Clerk of the Board)

   Applicant: Roberta E. Carter (Supervisor Kennedy)

   ACTION:

6. File 92-91-7. Consideration of appointment of members to the Animal Control and Welfare Commission vice Mark Scott Hamilton, Stanley Mahy, Virginia Handley, and Debra M. Fila (all public at large), terms expiring April 30, 1991, for the two-year term ending April 30, 1993. (Clerk of the Board)

   Applicants: Debra M. Fila
   Stanley E. Mahy

   ACTION:

7. File 92-91-12. Consideration of appointment of members to the Cultural Affairs Task Force, two members representing public arts agencies or City arts departments; three members representing large budget private arts organizations (above $1.5 mil.); three members representing mid-size budget arts organizations (250,000 - 1.5 mil.); four members representing small-size budget arts organizations (under $250,000); four members representing individual artists; one member representing the San Francisco Foundation; one member representing arts-related labor unions; and one member representing private industry. (Clerk of the Board)

Applicants:

Rudy Lemcke (individual artist)
Barbara Berman (individual artist)
Janet Fryer Nedeau (individual artist)
Alleluia Panis (individual artist)
Betty Anne Siu Junn Wong (individual artist)
David Ng (individual artist)
Rhodessa Jones (individual artist)
Nancy Wang (individual artist)
Jon Jang (individual artist)
Marc Anthony Bruno (individual artist)
William Passarelli (individual artist)
Genny Lim (individual artist)
Greg Day (individual artist)
Mark Dean Johnson (individual artist)
Bruce Hartford (individual artist/labor rep.)
Francis Wong (small budet)
Christina M. Augello (small budget)
Nancy Lytle (artist/small budget)
Sachiko Nakamura (artist/small budget)
Idris Ackamoor (small budget)
Eve Donovan (small budget)
Jackie Hicks (small budget, under $250,000)
Juan Pablo Gutierrez (small budget, under $250,000)
Woodrow T. Ichiyasu (small budget)
David Grossblat (small budget)
Ellen Gavin (small budget)
Ed Decker (samll budget)
Mark A. Mace (small budget)
William Keays (artist/labor rep./private industry)
Mark E. Rennie (small budget/artist/private ind.)
Shirley Breyer Black (labor union rep.)
Bruce Hartford (labor rep./artist)
Harry S. Parker III (City Institution)
Joel Robinson (City Ins/dept.)
Alice Lowe (City Arts Dept.)
Thelma Shelley (City Arts Dept.)
Marie Acosta-Colon (City Ins./mid-size budget)
Lillian Goldthwaite (mid-size budget)
John Rush (mid-size budget)
Susan Hoffman (mid-size budget)
Herb Felsenfeld (mid-size budget)
Anne W. Smith (mid-size budget)
Joe Lambert (mid-size budget)
Miriam Abrams (mid-size budget)
Liza Zenni (mid-size budget)
Pamela S. Peniston (mid-size budget)
Jeff Joseph Jones (private industry/mid-size budget)
Thomas W. Flynn (Large budget)
Keith Eickman (Large budget)
Joyce A. Moffatt (Large budget)
Dino Di Donato
Wendy P. Rouder
Robert Carrillo
Jane Winslow
Harry Polland
Margaret Jenkins
Consuelo Perez

*NOTE: All applicants listed as of printing of this calendar.

ACTION:

8. File 97-90-47. [Personnel Organization -- Budget Hearings] Ordinance amending the Administrative Code by amending Section 3.11 thereof to provide that organizational charts of personnel shall be presented to the Board of Supervisors for the purpose of the annual budget review. (Supervisor Alioto)
NOTE: *(Chair intends to entertain a motion to continue this item to call of the chair).

ACTION:

9. File 100-91-2.2. Hearing to consider the Board of Supervisors 1991-92 budget to determine what items can be cut and still maintain its current services to the City. (Supervisor Hallinan)

ACTION:

CLOSED SESSION

10. File 45-91-14. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rose Lee against the City and County of San Francisco by payment of $11,250. (City Attorney) (Superior Court No. 919-299) (Continued from 4/9/91)

ACTION:

11. File 45-91-15. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Janice Wong against the City and County of San Francisco by payment of $10,000. (City Attorney) (Superior Court No. 917-834) (Continued from 4/9/91)

ACTION:

12. File 45-91-18. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of My Kynd, Inc. against the City and County of San Francisco by payment of $7,500. (City Attorney) (Superior Court No. 921-067)

ACTION:

13. File 45-91-19. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of John L. Larson against Samuel Duca, Assessor of the City and County of San Francisco by payment of $35,000. (City Attorney) (Superior Court No. 883-717)

ACTION:

14. File 48-91-3. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Nanci Lewis in the sum of $18,500. (City Attorney)

ACTION:

15. File 48-91-4. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Raynette L. Scruton in the sum of $35,000. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

April 18, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - recommendations

SUBJECT: April 23, 1991 Administration and Oversight Committee Meeting

Item 8 - File 97-90-47

The proposed ordinance would amend Section 3.11 of the Administrative Code to provide that organizational charts of personnel shall be presented to the Board of Supervisors for the purpose of the annual budget review.

Comment

The April 23, 1991 Administration and Oversight Committee calendar notes that the Chair intends to entertain a motion to continue this item to the Call of the Chair. The sponsor of the proposed legislation concurs with the continuance.

Recommendation

Continue the proposed item to the Call of the Chair.

Item 9 - File 100-91-2.2

This item is a hearing to consider the Board of Supervisors 1991-92 budget to determine what items can be cut and still maintain its current services to the City.

The Administration and Oversight Committee previously approved the Board of Supervisors 1991-92 budget, which was subsequently submitted to the full Board. On February 19, 1991, the Board of Supervisors approved an amended motion (File 100-91-2) authorizing the Clerk of the Board to file with the Controller the Board of Supervisors budget for fiscal year 1991-92, including the Office of the Board of Supervisors, the Assessment Appeals Board and the Delinquency Prevention Commission. On March 4, 1991, the Board of Supervisors approved another amended motion (File 100-91-2.1) authorizing the Clerk of the Board to file with the Controller the Board of Supervisors budget for fiscal year 1991-92 for the Telecommunications Policy Committee's Special Fund for Cable TV Access and Development. The attachment reflects the amended Board of Supervisors budget for fiscal year 1991-92, as compared with the current 1990-91 budget and the 1989-90 actual expenditures.

By no later than June 1, 1991 the Mayor's Office will provide the Mayor's proposed 1991-92 budget to the Board of Supervisors. The Finance Committee will begin public hearings on the Mayor's proposed 1991-92 budget on June 18, 1991.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

BUDGET RECAPITULATION
1991-92
BOARD OF SUPERVISORS

	1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
BOARD OF SUPERVISORS	$4,399,063	$5,086,210	$5,469,313
ASSESSMENT APPEALS BOARD	90,812	117,081	130,650
DELINQUENCY PREVENTION COMM.	84,462	109,366	112,148
TOTAL GENERAL FUND	$4,574,337	$5,312,657	$5,712,111
TELECOMMUNICATION POLICY COMM Special Fund for Cable TV Access & Dev.	$75,897	$125,000	$105,000

4/17/91

BUDGET SUMMARY
1991-92
BOARD OF SUPERVISORS

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
001	PERMANENT SALARIES	$1,931,228	$2,289,601	$2,319,657
	Employments	52	56	56
010	OVERTIME	18,129	25,983	25,837
020	TEMPORARY SALARIES	8,465	17,358	17,358
060	MAND. FRINGE BENEFITS	361,577	426,568	445,400
100	PROF. & SPECIAL SERVICES	1,100,090	1,153,290	1,385,787
	Budget Analayst	1,090,460	1,153,290	1,222,487
	Special Services	9,630	0	0
	Audit of Controllers Books			163,300
106	DATA/WORD PROCESSING MAINTENANCE CONTRACTS	46,415	63,800	76,328
109	OTHER CONTRACTUAL SERVICES	3,043	3,900	3,900
120	OTHER CURRENT SERVICES	377,651	415,850	438,850
	Postage	17	100	100
	Subscriptions	267	250	250
	Printing-Not City	338,433	349,000	367,000
	Legislative Exp.	33,924	59,500	64,500
	Other Cur. Exp.	5,010	7,000	7,000
123	TELEPHONE	35,854	45,013	45,000
130	MATERIALS & SUPPLIES	38,525	46,500	73,755

140	FIXED CHARGES	0	6,376	6,376
144	MEMBERSHIP DUES	101,615	108,945	120,448
	CSAC	76,157	84,153	93,410
	NACO	9,332	9,332	9,332
	NLC	14,048	14,610	15,486
	NCCSA	850	850	850
	Others	1,228	0	1,370
220	EQUIPMENT PURCHASES	8,232	5,000	5,000
231	DATA/WORD PROCESSING EQUIP.	23,123	40,524	71,134
309	ELECTRICITY	4,589	5,015	5,015
310	CENTRAL SHOP-AUTO MAINTENANCE	5,244	2,248	2,248
313	CIVIL SERVICE MANAGEMENT TRAINING	178	183	183
316	CENTRAL SHOP-GAS	25	150	150
318	DPW - BUILDING REPAIR	0	0	5,000
319	CONTROLLER-AUDIT OF BOOKS	169,000	181,989	0
340	CONTROLLER-DATA PROCESSING	6,628	37,852	37,852
350	REPRODUCTION	71,774	104,922	104,922
	Reproduction Svc.	47,047	77,922	77,922
	Rental of Copier	24,727	27,000	27,000
151	CITY MAIL SERVICES	33,987	48,300	48,300
165	CAO-INS & RISK REDUCTION	1,248	1,500	1,500
189	MISCELLANEOUS DEPTS.	52,443	55,343	56,013
203	CAPITAL IMPROVEMENTS	0	0	10,000
	TOTAL BUDGET	4,399,063	5,086,210	5,469,313

1990-91 BUDGET INCLUDES THE SUPPLEMENTAL APPROPRIATION REQUESTS
144 MEMBERSHIP DUES, FIXED CHARGES & AUDIT OF CONTROLLER'S BOOKS.

BUDGET SUMMARY
1991-92
ASSESSMENT APPEALS BOARD

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
010	PERMANENT SALARIES	$63,545	$70,494	$73,443
	Employments	2	2	2
040	FEES & OTHER COMP.	7,450	16,500	16,500
060	MAND. FRINGE BENEFITS	16,958	19,532	20,361
106	DATA WORD PROCESSING MAINTENANCE CONTRACTS	0	0	840
109	OTHER CONTRACTUAL SERVICES	96	0	0
120	OTHER CURRENT SERVICES	0	200	200
123	TELEPHONE	1,003	1,425	1,500
130	MATERIALS & SUPPLIES	841	2,000	2,000
231	DATA WORD PROCESSING EQUIP.	0	0	5,982
	One (1) Printer	0	0	3,338
	Two (2) 4430A Terminal - compliance w/ VDT Ord.	0	0	2,644
340	CONTROLLER-E.D.P.	468	5,906	8,700
	Copier Usages	468	1,200	1,200
	Systems & Programming		4,706	7,500
350	REPRODUCTION	89	571	571
351	CITY MAIL SERVICES	362	453	553
	TOTAL BUDGET	$90,812	$117,081	$130,650

BUDGET SUMMARY
1991-92
DELINQUENCY PREVENTION COMMISSION

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
001	PERMANENT SALARIES	$53,905	$67,463	$69,678
	Employments	2	2	2
060	MAND. FRINGE BENEFITS	14,836	18,762	19,265
106	DATA WORD PROCESSING MAINT.	0	1,500	1,500
109	OTHER CONTRACTUAL SERVICES	460	1,500	2,640
120	OTHER CURRENT SERVICES	2,864	2,200	2,200
	Postage	1,400	1,680	1,680
	Subscriptions	205	150	150
	Printing	367	0	0
	Other Current Exp.	892	370	370
123	TELEPHONE	4,113	2,221	2,221
130	MATERIALS & SUPPLIES	1,276	1,750	1,750
146	RENTAL OF PROPERTY	5,849	9,900	9,924
220	EQUIPMENT PURCHASE	0	1,250	0
303	REAL ESTATE DEPARTMENT	570	600	750
318	PUBLIC WORKS-Bldg. Repair	0	110	110
350	REPRODUCTION	589	2,110	2,110
	TOTAL BUDGET	$84,462	$109,366	$112,148
	LESS STATE SUBVENTIONS	$1,000	$1,000	$1,000
	NET GENERAL FUND COST	$83,462	$108,366	$111,148

BUDGET SUMMARY 1991-92
TELECOMMUNICATIONS POLICY COMMITTEE
SPECIAL FUND FOR CABLE TV ACCESS AND DEVELOPMENT

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
102	PROF./SPECIAL SERVICES	$33,419	$85,000	$35,000
109	OTHER CONTRACTUAL SERV.	14,377	40,000	70,000
389	SERVICES OF OTHER DEPT.	28,101	0	0
	TOTAL	$75,897	$125,000	$105,000

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, May 14, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-7. Consideration of appointment of member to the Animal Control and Welfare Commission vice Virginia Handley, (public at large), term expiring April 30, 1991, for the two-year term ending April 30, 1993. (Clerk of the Board)

   Applicant: Dolly B. Trauner

   ACTION:

2. File 92-91-10. Consideration of appointment of seven (7) members to the Video Display Terminal Advisory Committee, two representatives from business (one to be nominated by the Small Business Advisory Commission and one by the S.F. Chamber of Commerce); two representatives of labor (nominated by the S.F. Central Labor Council); and three representatives of the VDT scientific research fields (one to be nominated by the S.F. Chamber of Commerce, one by the S.F. Central Labor Council, and one nominated by the Mayor) for designated terms. (Clerk of the Board)

   Applicants: John R. Cammidge (business/Chamber of Commerce)
   Dr. August Colenbrader (scientific/Chamber of Commerce)
   Michael J. Skaar (business/Sm. Business Commission)
   Julia Faucett, RN, PhD (scientific/Mayor)

   ACTION:

3. File 92-91-11. Consideration of appointment of one (1) member to the Task Force on Large-Scale Drug Stores, (category e) a representative of one large-scale drug store. (Supervisors Alioto and Ward shall together submit a nominee for this category)

   Applicant: Kathleen A. O'Neill (Thrifty Corp. - category e)

   ACTION:

4. File 92-91-12. Consideration of appointment of member to the Cultural Affairs Task Force, representing the San Francisco Foundation. (Clerk of the Board) (Continued from 4/23)

   Applicant: John Kreidler (Not a City resident)

   ACTION:

5. File 6-91-6. [Commendation] Resolution endorsing Bank of America's newly introduced environmental program and congratulating their leadership in this important area and urging other businesses in San Francisco to implement similar programs. (Supervisor Alioto)

   ACTION:

6. File 100-91-2.2. Hearing to consider the Board of Supervisors 1991-92 budget to determine what items can be cut and still maintain its current services to the City. (Supervisor Hallinan) (Continued from 4/23)

ACTION:

7. File 103-91-1. [Salary Standardization - Nurses] Ordinance fixing, designating, enumerating and providing schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Community College District, the San Francisco Unified School District, whose compensations are subject to the provisions of Section 8.403 of the Charter and establishing benefits, working schedules, and conditions of employment and methods of payment, effective July 1, 1991. (Employee Relations Division)

ACTION:

CLOSED SESSION

8. File 45-91-14. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rose Lee against the City and County of San Francisco by payment of $11,250. (City Attorney) (Superior Court No. 919-299) (Continued from 4/23/91)

ACTION:

9. File 45-91-18. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of My Kynd, Inc. against the City and County of San Francisco by payment of $7,500. (City Attorney) (Superior Court No. 921-067) (Continued from 4/23)

ACTION:

10. File 48-91-3. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Nanci Lewis in the sum of $18,500. (City Attorney) (Continued from 4/23)

ACTION:

11. File 48-91-4. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Raynette L. Scruton in the sum of $35,000. (City Attorney) (Continued from 4/23)

ACTION:

12. File 45-91-20. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jones, et al, against the City and County of San Francisco by payment of $7,500. (City Attorney)
(USDC No. C88-0084)

ACTION:

13. File 45-91-21. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Wesley E. Moore against the City and County of San Francisco by payment of $35,000. (City Attorney)
(Superior Court No. 860-167)

ACTION:

14. File 45-91-22. Ordinance authorizing settlement of litigation of Teresita Fonseca against the City and County of San Francisco by payment of $30,000. (City Attorney)
(Superior Court No. 893-885)

ACTION:

15. File 45-91-23. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Robert L. Thurmond against the City and County of San Francisco by payment of $35,000. (City Attorney)
(Superior Court No. 915-948).

ACTION:

16. File 45-91-24. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Ana Maria Del Valle against the City and County of San Francisco by payment of $20,000. (City Attorney) (Superior Court No. 918-773)

ACTION:

17. File 45-91-25. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of William Lucid, et al., against the City and County of San Francisco, et al., by payment of $6,500. (City Attorney) (U.S. District Court No. C90-3240 TEH)

ACTION:

18. File 45-91-26. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Thomas F. Eden, et al. v. City and County of San Francisco by payment of $165,000. (City Attorney)
(Superior Court No. 903-201)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

May 9, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: May 14, 1991 Administration and Oversight Committee Meeting

Item 6 - File 100-91-2.2

Note: This item was continued from the April 23, 1991 Administration and Oversight Committee Meeting.

This item is a hearing to consider the Board of Supervisors 1991-92 budget to determine what items can be cut and still maintain its current services to the City.

The Administration and Oversight Committee previously approved the Board of Supervisors 1991-92 budget, which was subsequently submitted to the full Board. On February 19, 1991, the Board of Supervisors approved an amended motion (File 100-91-2) authorizing the Clerk of the Board to file with the Controller the Board of Supervisors budget for fiscal year 1991-92, including the Office of the Board of Supervisors, the Assessment Appeals Board and the Delinquency Prevention Commission. On March 4, 1991, the Board of Supervisors approved another amended motion (File 100-91-2.1) authorizing the Clerk of the Board to file with the Controller the Board of Supervisors budget for fiscal year 1991-92 for the Telecommunications Policy Committee's Special Fund for Cable TV Access and Development. The attachment reflects the amended Board of Supervisors budget for fiscal year 1991-92, as compared with the current 1990-91 budget and the 1989-90 actual expenditures.

By no later than June 1, 1991 the Mayor's Office will provide the Mayor's proposed 1991-92 budget to the Board of Supervisors. The Finance Committee will begin public hearings on the Mayor's proposed 1991-92 budget on June 18, 1991.

BUDGET RECAPITULATION
1991-92
BOARD OF SUPERVISORS

	1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
BOARD OF SUPERVISORS	$4,399,063	$5,086,210	$5,469,313
ASSESSMENT APPEALS BOARD	90,812	117,081	130,650
DELINQUENCY PREVENTION COMM.	84,462	109,366	112,148
TOTAL GENERAL FUND	$4,574,337	$5,312,657	$5,712,111
TELECOMMUNICATION POLICY COMM Special Fund for Cable TV Access & Dev.	$75,897	$125,000	$105,000

4/17/91

BUDGET SUMMARY
1991-92
BOARD OF SUPERVISORS

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
001	PERMANENT SALARIES	$1,931,228	$2,289,601	$2,319,657
	Employments	52	56	56
010	OVERTIME	18,129	25,983	25,837
020	TEMPORARY SALARIES	8,465	17,358	17,358
060	MAND. FRINGE BENEFITS	361,577	426,568	445,400
100	PROF. & SPECIAL SERVICES	1,100,090	1,153,290	1,385,787
	Budget Analayst	1,090,460	1,153,290	1,222,487
	Special Services	9,630	0	0
	Audit of Controllers Books			163,300
106	DATA/WORD PROCESSING MAINTENANCE CONTRACTS	46,415	63,800	76,328
109	OTHER CONTRACTUAL SERVICES	3,043	3,900	3,900
120	OTHER CURRENT SERVICES	377,651	415,850	438,850
	Postage	17	100	100
	Subscriptions	267	250	250
	Printing-Not City	338,433	349,000	367,000
	Legislative Exp.	33,924	59,500	64,500
	Other Cur. Exp.	5,010	7,000	7,000
123	TELEPHONE	35,854	45,013	45,000
130	MATERIALS & SUPPLIES	38,525	46,500	73,755

140	FIXED CHARGES	0	6,376	6,376
144	MEMBERSHIP DUES	101,615	108,945	120,448
	CSAC	76,157	84,153	93,410
	NACO	9,332	9,332	9,332
	NLC	14,048	14,610	15,486
	NCCSA	850	850	850
	Others	1,228	0	1,370
220	EQUIPMENT PURCHASES	8,232	5,000	5,000
231	DATA/WORD PROCESSING EQUIP.	23,123	40,524	71,134
309	ELECTRICITY	4,589	5,015	5,015
310	CENTRAL SHOP-AUTO MAINTENANCE	5,244	2,248	2,248
313	CIVIL SERVICE MANAGEMENT TRAINING	178	183	183
316	CENTRAL SHOP-GAS	25	150	150
318	DPW - BUILDING REPAIR	0	0	5,000
19	CONTROLLER-AUDIT OF BOOKS	169,000	181,989	0
40	CONTROLLER-DATA PROCESSING	6,628	37,852	37,852
50	REPRODUCTION	71,774	104,922	104,922
	Reproduction Svc.	47,047	77,922	77,922
	Rental of Copier	24,727	27,000	27,000
51	CITY MAIL SERVICES	33,987	48,300	48,300
65	CAO-INS & RISK REDUCTION	1,248	1,500	1,500
89	MISCELLANEOUS DEPTS.	52,443	55,343	56,013
03	CAPITAL IMPROVEMENTS	0	0	10,000
	TOTAL BUDGET	4,399,063	5,086,210	5,469,313

990-91 BUDGET INCLUDES THE SUPPLEMENTAL APPROPRIATION REQUESTS
144 MEMBERSHIP DUES, FIXED CHARGES & AUDIT OF CONTROLLER'S BOOKS.

BUDGET SUMMARY
1991-92
ASSESSMENT APPEALS BOARD

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
010	PERMANENT SALARIES	$63,545	$70,494	$73,443
	Employments	2	2	2
040	FEES & OTHER COMP.	7,450	16,500	16,500
060	MAND. FRINGE BENEFITS	16,958	19,532	20,361
106	DATA WORD PROCESSING MAINTENANCE CONTRACTS	0	0	840
109	OTHER CONTRACTUAL SERVICES	96	0	0
120	OTHER CURRENT SERVICES	0	200	200
123	TELEPHONE	1,003	1,425	1,500
130	MATERIALS & SUPPLIES	841	2,000	2,000
231	DATA WORD PROCESSING EQUIP.	0	0	5,982
	One (1) Printer	0	0	3,338
	Two (2) 4430A Terminal - compliance w/ VDT Ord.	0	0	2,644
340	CONTROLLER-E.D.P.	468	5,906	8,700
	Copier Usages	468	1,200	1,200
	- Systems & Programming		4,706	7,500
350	REPRODUCTION	89	571	571
351	CITY MAIL SERVICES	362	453	553
	TOTAL BUDGET	$90,812	$117,081	$130,650

BUDGET SUMMARY
1991-92
DELINQUENCY PREVENTION COMMISSION

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
01	PERMANENT SALARIES	$53,905	$67,463	$69,678
	Employments	2	2	2
60	MAND. FRINGE BENEFITS	14,836	18,762	19,265
06	DATA WORD PROCESSING MAINT.	0	1,500	1,500
09	OTHER CONTRACTUAL SERVICES	460	1,500	2,640
20	OTHER CURRENT SERVICES	2,864	2,200	2,200
	Postage	1,400	1,680	1,680
	Subscriptions	205	150	150
	Printing	367	0	0
	Other Current Exp.	892	370	370
23	TELEPHONE	4,113	2,221	2,221
30	MATERIALS & SUPPLIES	1,276	1,750	1,750
16	RENTAL OF PROPERTY	5,849	9,900	9,924
20	EQUIPMENT PURCHASE	0	1,250	0
03	REAL ESTATE DEPARTMENT	570	600	750
8	PUBLIC WORKS-Bldg. Repair	0	110	110
0	REPRODUCTION	589	2,110	2,110
	TOTAL BUDGET	$84,462	$109,366	$112,148
	LESS STATE SUBVENTIONS	$1,000	$1,000	$1,000
	NET GENERAL FUND COST	$83,462	$108,366	$111,148

BUDGET SUMMARY 1991-92
TELECOMMUNICATIONS POLICY COMMITTEE
SPECIAL FUND FOR CABLE TV ACCESS AND DEVELOPMENT

		1989-90 ACTUAL	1990-91 BUDGET	1991-92 DEPT. REQUEST
102	PROF./SPECIAL SERVICES	$33,419	$85,000	$35,000
109	OTHER CONTRACTUAL SERV.	14,377	40,000	70,000
389	SERVICES OF OTHER DEPT.	28,101	0	0
	TOTAL	$75,897	$125,000	$105,000

Memo to Administration and Oversight Committee
May 14, 1991 Administration and Oversight Committee Meeting

Item 7 - File 103-91-1

Department: Civil Service Commission

Item: The proposed ordinance would fix, designate, enumerate and provide schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Community College District and the San Francisco Unified School District, whose compensations are subject to the provisions of Section 8.403 of the Charter. The proposed ordinance would also establish benefits, working schedules, conditions of employment and methods of payment, effective July 1, 1991.

Description: 1. Charter Section 8.403 requires the Civil Service Commission to certify to the Board of Supervisors the highest prevailing maximum salary for acute care staff nurses in effect on April 15 in the public and private sectors in the counties of Alameda, Contra Costa, Marin, San Mateo, San Francisco and Santa Clara. The salaries paid to registered nurses by San Francisco may not exceed this maximum salary level.

2. The maximum salary level for Registered Nurses certified by the Civil Service Commission effective April 15, 1991 is $26.02 per hour paid by Stanford University Hospital, which represents approximately a seven percent salary increase for the Stanford University Nurses. The current three-year agreement with the City's nurses covering fiscal year 1990-91 provides for a top step salary of $24.08 ($50,087 annually). The maximum salary rate paid by Stanford University of $26.02 per hour ($54,122 annually), as certified by the Civil Service Commission, is $1.94 or approximately 8.1 percent greater than the City's 1990-91 top step salary rate of $24.08 per hour.

3. Charter Section 8.403 also permits the Board of Supervisors to provide additional conditions and benefits of employment, including health and dental benefits, comparable to those provided by the employer used for certification of the highest salary. As reported by the Civil Service Commission, the maximum contributions for Registered Nurses at Stanford University for health and dental benefits exceed maximum contributions for San Francisco Registered Nurses by $.47 per hour and $.01 per hour, respectively.

4. The City and the Registered Nurses entered into an approximately three-year (July, 1989 through April, 1992) Memorandum of Understanding (MOU). For 1989-90, the City's Registered Nurses maximum rate of pay was increased to 1.02 percent below the maximum rate of compensation paid to Registered Nurses at Stanford University Hospital. In accordance with the terms of this three-year contract between the Registered Nurses and the City, the rate of compensation for 1990-91 was increased to 1.02 percent below the maximum rate of pay for Registered Nurses employed at Stanford University Hospital. As a result, the proposed 1991-92 maximum rate of pay for Registered Nurses in San Francisco would be $25.75, 1.02 percent less than the $26.02 per hour maximum rate of pay for Registered Nurses at Stanford University Hospital. The proposed $25.75 rate of pay represents an approximate 7.0 percent, or $1.67 per hour, increase over the current $24.08 rate of pay.

5. According to Mr. Pat Finney of Civil Service, the following six classes would receive the proposed seven percent increase:

2320 Registered Nurse	2328 Nurse Practitioner
2340 Operating Room Nurse	2330 Anesthetist
2323 Clinical Nurse Specialist	2830 Public Health Nurse

All other nursing classes, with the exception of the P103 Special Nurse, consisting of supervisory positions, would receive a nine percent increase. The additional two percent is the result of a internal adjustment recommended by the Civil Service Commission. In accordance with the MOU, all of these represented positions would receive a salary increase if this ordinance is approved, irrespective of whether or not Fiscal Year 1991-92 Salary Standardization increases are approved for miscellaneous employees.

Recommendation: Based on the City's current three-year contract with the Registered Nurses, approve the proposed ordinance.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

6. However, according to Mr. Edward Gazzano of the Department of Public Health, the proposed ordinance shows two salary ranges for five unrepresented classes, 2369 Director of Nurses (LHH), 2370 Director of Nurses (SFGH), 2394 Central Processing and Distribution Supervisor, 2833 Public Health Nursing Administrator, and 2836 Director of Public Health Nursing. The two salary ranges represent the difference between the proposed salaries with and without salary standardization for FY 1991-92. These classes would not receive an increase if the Salary Standardization Ordinance for Miscellaneous employees is ultimately not approved. Mr. Gazzano advises that of the five unrepresented classes only two budgeted positions are currently filled.

7. Mr. Gazzano further advises that, for FY 1991-92, the proposed ordinance also includes the following changes:

- A fourth step has been added for the P103 Per Diem Special Nurse positions. At the fourth step, a Special Nurse would be paid the annual equivalent of $63,345. Special Nurses are used as substitutes, as needed.

- For FY 1991-92, after seven years of continuous service, nursing employees would be entitled to four paid longevity leave days. In FY 1990-91, nursing employees, with more than seven years of continuous service, were entitled to three longevity leave days.

Comments:

1. If the proposed ordinance is approved, these increases in salary rates and related benefits for nurses would cost the City an estimated $7.1 million, annually, for 1991-92. This amount does not include the additional two percent proposed for nursing supervisory staff. Mr. John Madden of the Controller's Office advises that, as of the writing of this report, the Controller's Office has not yet received the final salary standardization data from Civil Service staff for the nursing classifications. Consequently, the Controller's Office was not able to provide a more precise cost estimate of the proposed salary standardization for nurses.

2. According to Mr. Gazzano, nursing employees receive, in general, higher levels of fringe benefits than miscellaneous employees, including paid health and dental benefits for dependents, more salary steps, higher standby pay, and higher shift differentials.

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, May 28, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-10. Consideration of appointment of seven (5) members to the Video Display Terminal Advisory Committee, two representatives from business (one by the S.F. Chamber of Commerce); two representatives of labor (nominated by the S.F. Central Labor Council); and two representatives of the VDT scientific research fields (one to be nominated by the S.F. Chamber of Commerce, and one by the S.F. Central Labor Council) for designated terms. (Clerk of the Board)

   Applicants: John R. Cammidge (business/Chamber of Commerce)
   Dr. August Colenbrader (scientific/Chamber of Commerce)
   Claire Zvanski, UPE 790 (labor/Labor Council)
   Joan Moore, CWA 9410 (labor/Labor Council)
   Laura Stock, Occupational Health (scientific/Labor Council)

   ACTION:

2. File 92-91-16. [Appointments] Draft Resolution approving appointment of various individuals to the Port of San Francisco's Waterfront Plan Advisory Board. (Supervisor Ward)

   ACTION:

CLOSED SESSION

3. File 45-91-26. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Thomas F. Eden, et al. v. City and County of San Francisco by payment of $165,000. (City Attorney) (Superior Court No. 903-201) (Continued from May 28)

   ACTION:

4. File 45-91-27. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Emily Rapaport against the City and County by payment of $9,000. (City Attorney) (Municipal Court No. 908-223)

   ACTION:

5. File 45-91-28. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Janeth Jones and Denine Yalon Robinson against the City and County of San Francisco by payment of $27,500. (City Attorney)

   ACTION:

6. File 45-91-29. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Linda Latney against the City and County of San Francisco by payment of $7,500. (City Attorney) (Superior Court No. 860-931)

   ACTION:

7. File 45-91-30. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Pauline Lomba against the City and County of San Francisco by payment of $6,500. (City Attorney) (Superior Court No. 908-545)

ACTION:

8. File 45-91-31. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rosane Recinos against the City and County of San Francisco by payment of $15,000. (City Attorney) (Superior Court No. 899-237)

ACTION:

9. File 48-91-5. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of British Motors in the sum of $13,000. (City Attorney)

ACTION:

10. File 48-91-6. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Maurice Edwards in the sum of $6,816.26. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT NOTICE

C A L E N D A R

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, June 11, 1991 - 10:00 A.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-89-32. Consideration of appointment of members, Maternal Child and Adolescent Health Board vice Nicolette Collins, M.D. (professional provider), Elizabeth Strong (to be nominee of Supervisor Hallinan), R. Hunter Morey (social worker), terms expired August 31, 1989, for three-year terms ending August 31, 1992. (Clerk of the Board)

   Applicants: Saralie Pennington (social worker)
   Barbara Kalmanson (Hallinan/psychologist)

   ACTION:

2. File 33-91-6. Confirming Mayor's appointments to the Industrial Development Bond Authority, William Cumbelich, vice Mark Buell, term expired, for the three-year term ending March 1, 1993; and Norman Lew, vice himself, term expired, for the three-year ending March 1, 1994. (Mayor)

   ACTION:

3. File 92-91-17. Consideration of appointment of members to the Association of Bay Area Governments Executive Board, vice Supervisors Willie B. Kennedy (Board member), Doris M. Ward (Board member), Bill Maher (alternate/Kennedy), and Carole Migden (alternate/Ward), terms expiring June 30, 1991, for the two-year terms ending June 30, 1993. (Clerk of the Board)

   Applicants: Carole Migden (alternate/Ward)
   Willie B. Kennedy (Board member)

   ACTION:

4. File 92-91-19. Consideration of appointments of five members to the National Guard Advisory Committee, vice Thomas Galvin, Frank Quesada, William Urmy, McGruder Wilkinson, and Leon R. Tonini (all public at large), terms expiring June 30, 1991, for the four-year terms ending June 30, 1995. (Clerk of the Board)

   Aplicants: Leon R. Tonini
   Frank Quesada
   Thomas P. Galvin
   Major Joseph Tom
   Major McGruder Wilkinson

   ACTION:

5. File 92-91-22. Consideration of appointment of member to the Delinquency Prevention Commission, vice Elizabeth Youhn (Board appt.) term expiring June 30, 1991, for the four-year term ending June 30, 1995. (Clerk of the Board)

   Applicant: Elizabeth Youhn

   ACTION:

6. File 178-91-1. Hearing to consider the Residential Rent Stablization and Arbitration Board's alleged refusal to follow civil service procedures, alleged retaliation against an employee for having filed a worker's compensation claim and a racial discrimination complaint. (Supervisor Kennedy)

ACTION:

7. File 195-91-2. [Long-term Plan, Reducing Jail Population] Resolution describing Federal Court orders in Stone v. City and County of San Francisco regarding jail overcrowding and approving long term jail overcrowding plan. (City Attorney)

ACTION:

CLOSED SESSION

8. File 45-91-30. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Pauline Lomba against the City and County of San Francisco by payment of $6,500. (City Attorney) (Superior Court No. 908-545) (Continued from May 28)

ACTION:

9. File 45-91-31. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rosane Recinos against the City and County of San Francisco by payment of $15,000. (City Attorney) (Superior Court No. 899-237) (Continued from May 28)

ACTION:

10. File 45-91-33. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Laura Toland against the City and County of San Francisco by payment of $6,500. (City Attorney) (Superior Court No. 925-976)

ACTION:

11. File 46-91-7. Ordinance authorizing settlement of William A. Arietta V. David F. Johnson, U-Haul Rentals, et al., upon receipt of the sum of $7,500 and dismissal of complaint. (City Attorney) (Superior Court No. 911-032)

ACTION:

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 6, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst

SUBJECT: June 11, 1991 Administration and Oversight Committee Meeting

Items 7 - File 195-91-2

Department: Sheriff's Department

Item: Resolution describing Federal Court orders in Stone v. City and County of San Francisco regarding jail overcrowding and approving the long term jail overcrowding plan.

Description: The City and County of San Francisco (CCSF) signed a Consent Decree in May, 1982, in the case of Stone versus CCSF. Section XIV of the Consent Decree provides that except for weekends and holidays, housing areas of the County Jail would not house more than their rated capacities. Subsequently, in October, 1988, the Federal Court monitoring the Consent Decree ordered that the CCSF would be fined $300 per inmate per day for each inmate that exceeds the rate of capacity at County Jail Number One. The rated inmate capacity is 426.

On June 25, 1990, the Federal Court ordered the City to present to the Court the City's planning process and time schedule for the development of a plan to assure that the City will continue maintenance of the Court ordered requirements at Jail Number One located at the Hall of Justice. The proposed resolution would approve the long term overcrowding plan developed by the Criminal Justice Administrative Group (CJAG) for submission to the Federal Court on June 20, 1991. The CJAG consists of

representatives from the various City justice system departments, the Mayor's Office and the Department of Public Health. CJAG completed the long term jail overcrowding plan entitled San Francisco Jail Population Management Plan on May 22, 1991. The plan includes eleven proposals summarized as follows:

Proposal 1: Data Program and Jail Population Manager

Sheriff's Department designates a half-time position as Jail Population Manager to use a personal computer to produce quarterly reports to CJAG of prisoner census statistics. No new funding is required.

Proposal 2: The Criminal Justice Administrators Group (CJAG) Provides a Voluntary Forum for Coordinating the Criminal Justice System as it Relates to Jail Overcrowding

CJAG will continue as a voluntary forum to discuss jail overcrowding issues. No new funding is required.

Proposal 3: Continue to Improve Timeliness and Quality of Police Reports and Prosecution Review of Police Reports and Felony Charges

San Francisco Police Department will provide more timely and higher quality police reports. A new district attorney position will review felony charges on weeknights resulting in 12 to 24 hours savings in time required to process felony charges. Approximately $100,000 in new funding will come from non-General Fund sources.

Proposal 4: Upgrade the OR Project in Concert with the Municipal Court

The Own Recognizance (OR) project currently included in the Municipal Court's budget will be upgraded and managed by the Sheriff's or Probation Department. The OR project is currently performed under a contract for approximately $800,000 annually. New procedures could increase the cost but operating the project in-house (by the Sheriff or Adult Probation) could result in some savings of overhead costs. The Municipal Court has deleted funding for the OR project in their 1991-92 budget.

Proposal 5: Seek to Improve the FTA Program

Reduce Failure-To-Appear (FTA) rate through the existing Sheriff's Supervised Citation Project and the Pretrial

Diversion Project. The plan estimates that initial costs will be minor.

Proposal 6: Inter-County Pact to Limit the Problem of Traffic Holds

Establish agreements with other counties whereby out-of-county traffic holds on nonserious offenders can be handled by citation and quick pickup or release. The plan estimates minimal costs that could possibly be covered by State or federal funding sources.

Proposal 7: Expedited Trial Management Program

Superior and Municipal Courts institute an Expedited Trial Management Program for speeding case settlement. The plan states that costs would be modest.

Proposal 8: Improved Use of County Parole

Sheriff's Department clerk will not automatically enter "No County Parole" on all sentencing orders; increased use of day custody programs; county parole supervised by a Deputy Sheriff. The Sheriff's Department costs would increase by approximately $60,000 in the first year and would be approximately $170,000 annually thereafter.

Proposal 9: Prioritize Presentence Investigation Reports for In-Custody Cases

Probation Department will prioritize presentence, investigation reports by establishing time limits for report preparation. No new costs but "substantial" savings expected.

Proposal 10: Expand the Use of Electronic Monitoring

Use of electronic monitoring devices will be expanded in the county parole program for the supervision of most, and possibly all, nondangerous convicted offenders eligible for nonsecure custody. Such electronic devices allow the parole supervisors to know the physical location of prisoners that are not held in the jails but are allowed to continue their private lives with certain restrictions. Costs are included in the expanded county parole program discussed in Proposal 8 above.

Proposal 11: Construct, Remodel and/or Renovate Facilities

Construction of a 304 bed Work Furlough Facility and a 76 bed medical/psychiatric facility. Construction of these new facilities will begin in a few months and is scheduled for completion in 1993.

Recommendation: Approval of the long term jail overcrowding plan is a policy matter for the Board of Supervisors.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

C A L E N D A R

SPECIAL MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

MONDAY, June 17, 1991 - 10:30 A.M. ROOM 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 106-91-4. [Pay Equity Legally-Mandated Adjustments] Ordinance providing for pay equity adjustments to the schedules of compensation for persons employed by the City and County, the San Francisco Unified School District and the San Francisco Community College District effective July 1, 1991, as provided for in Charter Section 8.407-1 and contractually mandated by memoranda of understanding. (Supervisors Achtenberg, Alioto)

ACTION:

MINISTRATION AND OVERSIGHT COMMITTEE
ARD OF SUPERVISORS
om 235, City Hall
n Francisco, CA. 94102

ARING NOTICE

CITY AND COUNTY  OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 14, 1991

REVISED

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: June 17, 1991 Administration and Oversight Committee Meeting

Item 1 - File 106-91-4

1. The proposed ordinance provides for pay equity adjustments to the schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Unified School District and the San Francisco Community College District effective July 1, 1991, as provided for in Charter Section 8.407-1 and contractually mandated by memoranda of understanding.

2. Normally, mandated pay equity adjustments are included in the Salary Standardization Ordinance for each year. However, because the Salary Standardization Ordinance increases for FY 1991-92 were disapproved, the required pay equity adjustments need to be separately approved by the Board of Supervisors for FY 1991-92. Amounts for pay equity are currently included in the Mayor's Standardized Budget amounts for 1991-92.

3. According to Civil Service, the average pay equity increase is three percent. Mr. John Rattunde of Civil Service reports that, including Community College and San Francisco Unified School District employees, an estimated 11,413 positions in 183 classes will receive such pay equity adjustments, subject to Board of Supervisors approval. According to the Controller's Office, the cost of pay equity for 1991-92 is approximately $8.3 million.

4. Civil Service has advised that an Amendment of the Whole will be submitted to the Finance Committee. The proposed Amendment of the Whole would change the number of classifications listed in the ordinance from 439 classifications to 183 classifications. Only the 183 classifications would receive pay equity adjustments for 1991-92.

Recommendation:

Amend the proposed ordinance to include the Amendment of the Whole. Approve the proposed ordinance as amended.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 14, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst – Recommendations

SUBJECT: June 17, 1991 Administration and Oversight Committee Meeting

Item 1 - File 106-91-4

1. The proposed ordinance provides for pay equity adjustments to the schedules of compensation for persons employed by the City and County of San Francisco, the San Francisco Unified School District and the San Francisco Community College District effective July 1, 1991, as provided for in Charter Section 8.407-1 and contractually mandated by memoranda of understanding.

2. Normally, mandated pay equity adjustments are included in the Salary Standardization Ordinance for each year. However, because the Salary Standardization Ordinance increases for FY 1991-92 were disapproved, the required pay equity adjustments need to be separately approved by the Board of Supervisors for FY 1991-92. Amounts for pay equity are currently included in the Mayor's Standardized Budget amounts for 1991-92.

3. According to Civil Service, the average pay equity increase is three percent. Civil Service reports that an estimated 6,924 positions in 439 classes will receive such pay equity adjustments, subject to Board of Supervisors approval. According to the Controller's Office, the cost of pay equity for 1991-92 is approximately $8.3 million.

Recommendation:

Approve the proposed ordinance.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, June 25, 1991 - 10:00 A.M. · LEGISLATIVE CHAMBER
CITY HALL, 2nd FLOOR

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-14. Consideration of appointment of members to the Emergency Medical Care Committee vice Richard Angotti (S.F. Ambulance), Chris Garrett (Red Cross), Richard Allen (SFPD), Joseph Calabro, D.O. (U.S. Govt. Hospital), Boyd Stephens, M.D. (Coroner), Kathleen Gulf, RN (Provider), and Capt. William Dwyer (CHP), terms expiring June 30, 1991, for the three-year term ending June 30, 1994. (Clerk of the Board)

   Applicants: Boyd G. Stephens, M.D. (Coroner) *Not City resident
   Capt. William Dwyer (CA. Highway Patrol)

   ACTION:

2. File 92-91-25. Consideration of appointment of member to the Drug Abuse Advisory Board, vice Barbara Lowe (public), resigned, for the unexpired portion of the three-year term ending October 1, 1991. (Clerk of the Board)

   Applicants: Stefano Hillman
   Jim Boeger
   Paula H. Zimmermann
   Ernest L. Jackson
   John O'Brien

   ACTION:

3. File 93-91-1. [Memorandum of Understanding] Resolution ratifying an extension of the July 1, 1989 - April 1, 1991 Memorandum of Understanding with the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO through April 1, 1992. (Employee Relations)

   ACTION:

4. File 89-91-8. [State Disability Insurance] Resolution authorizing enrollment of classification 5102 Public Buildings Maintenance and Repair Assistant Superintendent in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

5. File 89-91-7. [State Disability Insurance] Resolution authorizing enrollment of Classifications 4230 Estate Investigator and 9395 Assistant Rental Manager, Port of San Francisco in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

6. File 112-91-1. [Official Newspaper] Resolution designating certain newspapers to be official newspapers of the City and County of San Francisco, commencing July 1, 1991, for specified categories of official advertising. (Purchasing Department)

ACTION:

7. File 174-91-1. [Civil Service System Reform Advisory Committee] Resolution creating the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors. (Supervisor Kennedy)

CHARTER AMENDMENT

8. File 187-90-1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.104 regarding the establishment of an Office of Contract and Public Policy Compliance. (Supervisor Kennedy)

CLOSED SESSION

9. File 45-91-31. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Rosane Recinos against the City and County of San Francisco by payment of $15,000. (City Attorney) (Superior Court No. 899-237)
(Continued from June 11)

ACTION:

10. File 45-91-34. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jones, et al. against the City and County of San Francisco, et al., by payment of $45,000. (City Attorney) (United States District Court No. C88-0084 WHO)

ACTION:

11. File 45-91-35. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Lorenzo B. Dominguez against the City and County of San Francisco by payment of $17,500. (City Attorney) (Superior Court No. 911-501)

ACTION:

12. File 46-91-8. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of the City and County of San Francisco against Bernard Sanford by accepting consideration in total amount of $8,574 in cash and discharging said Bernard Sanford from further liability. (Tax Collector) (Municipal Court No. 050586)

ACTION:

13. File 48-91-7. [Settlement of Claim] Resolution approving the settlement of the unlitigated claim of Filemon & Teresita Cosmiano in the sum of $6,500. (City Attorney)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

June 21, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendation

SUBJECT: June 25, 1991 Administration and Oversight Committee Meeting

Items 4 and 5 - Files 89-91-8 and 89-91-7

1. The proposed resolutions would authorize employees in various classifications to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under proposed Resolution 89-91-8.

Position	Classification	Number of Employees
5102	Public Buildings Maintenance and Repair Assistant Superintendent	3

4. The following classifications which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under proposed Resolution 89-91-7:

Position	Classification	Number of Employees
4230	Estate Investigator	4
9395	Assistant Rental Manager, Port of S. F.	4

5. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by the majority of the employees in the 4230 Estate Investigator, 9395 Assistant Rental Manager, and 5102 Public Building Maintenance and Repair Assistant Superintendent classifications.

Recommendation

Approve the proposed resolutions.

Item 6 - File 112-91-1

Resolution designating certain newspapers of the City and County of San Francisco, commencing July 1, 1991, for specified categories of official advertising.

Pursuant to Section 2.81 of the Administrative Code, the proposed resolution would (1) designate the San Francisco Examiner as the official newspaper for official advertising which must be published on two or more consecutive days or which must be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) designate the San Francisco Independent as the official newspaper for official advertising which is required by law to be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, and all official advertising which is required by law to be published more than one time but not more than three times a week for a specified number of weeks.

Comments

1. The Purchasing Department currently contracts with the San Francisco Examiner and the San Francisco Independent for the provision of official advertising services. These contracts are due to expire June 30, 1991. The Purchasing Department reports that a Request for Bids was issued on April 9, 1991. In response to the Request for Bids, the Department received a total of five bid proposals. Bidders were required to submit typeset samples. The low bidder was determined by the lowest cost for the required typeset samples. The San Francisco Examiner and the San Francisco Independent were selected by the Department as the two lowest bidders. A comparison of the five bid proposals is as follows:

Bid Item I
Publication of Ads For Consecutive Days

Newspaper	Cost of Typeset Samples
San Francisco Examiner	$710.60
San Francisco Chronicle	$830.11

Bid Item II
Publication of Ads For Single or Non-Consecutive Days

Newspaper	Cost of Typeset Samples	
San Francisco Independent	$723.45	
	72.35	(Less 10% MBE
	$651.10	Preference)
San Francisco Examiner	$710.60	
San Francisco Chronicle	$830.11	

2. The Purchasing Department reports that under the proposed contract with the San Francisco Examiner, the City would be charged at a rate of (1) $2.20 per line Monday through Saturday, a decrease of 13 percent from the current rate of $2.54 and (2) $3.58 per line for Sunday, a decrease of 13 percent from the current rate of $4.13. Under the proposed contract with the San Francisco Independent, the City would be charged at the rate of $2.64 per line for Tuesdays, Thursdays and Saturdays, an increase of approximately 15 percent from the current rate of $2.30.

3. The FY 1990-91 budget and the proposed 1991-92 budget include the following amounts for the City's consecutive and non-consecutive categories of official advertising:

	1990-91	Proposed 1991-92
Board of Supervisors	$ 349,000	$ 367,000
Purchaser	13,500	13,500
Department of Public Works	113,000 *	113,000**
City Planning	40,750	50,750
Port	117,191	117,256
Public Utilities Commission	25,000	25,000
Airport	2,500	2,500
Total	$660,941	$689,006

*Estimate based on actual expenditures in 1990-91.
**Estimate based on projected expenditures for 1991-92.

Recommendation

Approve the proposed resolution.

Item 7 - File 174-91-1

1. The proposed resolution would create the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors.

2. The Civil Service System Reform Advisory Committee would review information on the following issues:

- Appointments on the basis of merit and fitness;
- Allocation of positions in the various classes of the classification;
- Pay-for-Performance as a substitute for salary standardization;
- Provisions for early retirement;
- Rules governing applications, practice/sample examinations, examinations, eligibility, duration of eligible lists, certification of eligible candidates, appointments, promotions, transfers, resignations, and filling of temporary and permanent positions.

The Committee would also review all reports and legislation relating to Civil Service.

3. The resolution proposes that the Board of Supervisors appoint 12 members to the Committee, which would consist of the following:

One member of the Civil Service Commission
General Manager of Personnel of the Civil Service Commission
Director of Employee Relations
One member of the Mayor's Fiscal Advisory Committee
One representative nominated from each of the City's three largest departments
Five representatives nominated from the public employee labor organizations representing employees of the City and County.

4. The resolution also provides a deadline for submittal of findings and recommendations to the Board of Supervisors of April 1, 1992. Once the Board of Supervisors receives the findings and recommendations, the Civil Service System Reform Advisory Committee would be disbanded.

Comments

1. The proposed resolution specifies that the members of the Advisory Committee would serve without compensation.

2. According to Mr. Albert Walker of the Civil Service Commission, Civil Service would expect to incur an undetermined in-kind cost for supplies and clerical support in producing the report containing the findings and recommendations. Mr. Walker also reports that other City employees may be called upon by the Committee as resource people. In addition, five members of the Civil Service Reform Advisory Committee would be City employees. As such, the City would incur an unknown in-kind cost of allocating staff time to the proposed Advisory Committee.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 8 - File 187-90-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would add Section 3.104: Office of Contract and Public Policy Compliance, to Article III, Executive Branch.

Description: The proposed Charter Amendment would establish an Office of Contract and Public Policy Compliance (OCPPC) under the Mayor. The OCPPC would insure that City contractors and subcontractors comply with any affirmative action or nondiscrimination ordinances adopted by the Board of Supervisors. The Mayor would appoint and have the power to remove the Director who administers the OCPPC.

The Director of the proposed OCPPC would have the authority to investigate and take action against contractors who have failed to comply with these laws. The Board of Supervisors may adopt legislation to take specified actions to enforce compliance with those laws, including requesting legal action by the City Attorney.

Comments: The Budget Analyst notes that the Human Rights Commission's 1991-92 budget includes Contract Compliance Officers, some of which are assigned on work-orders to other City Departments.

Effect on the Cost of Government: The proposed Charter Amendment specifies the hiring of a Director to administer the OCPPC. Since the function of the OCPPC would be similar to some functions of the Human Rights Commission (HRC), the salary of the Director of the OCPPC might be similar to that of the annual salary of the Executive Director of the HRC ($86,835) or a Contract Compliance Office II ($71,436). Based upon these estimates, including mandatory fringe benefits, the total cost for a Director to administer the OCPPC would range between $90,724 and $110,280.

The proposed Charter Amendment does not specify if additional staff would be required. If the OCPPC required additional staff, the City would incur additional costs of these staff including salaries, mandatory fringe benefits, materials and supplies, and rental of office space to accommodate the Director and the staff. The potential additional costs of these expenses are unknown at this time.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, July 9, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-12.3. Hearing to consider appointment of member to the Cultural Affairs Task Force, vice Genny Lim (individual artist), resigned, for the unexpired portion of one year term to end upon report to the Board of Supervisors. (Supervisor Hallinan)

   Applicants: Maryom Ana Al-Wadi, Michael Dingle, Sachiko Nakamura, Rhodessa Jones, Job Menchavez Rojo, Janet Fryer Nedeau, William Keays, David Ng, Nancy Lytle, Mark Dean Johnson, Nancy Wang, Betty Anne Siu Junn Wong, William Passarelli, Marc Anthony Bruno, Greg Day, Joan Holden, Toby Judith Klayman, Barbara Berman

   ACTION:

2. File 92-91-12.4. Hearing to consider appointment of member to the Cultural Affairs Task force, representing arts-related labor unions (new position), for the one-year term ending upon completion of a written report to the Board of Supervisors. (Supervisor Hallinan)

   Applicants: Bruce Hartford
   Harry Polland

   ACTION:

3. File 92-91-14. Consideration of appointment of members to the Emergency Medical Care Committee vice Richard Angotti (S.F. Ambulance), Chris Garrett (Red Cross), Richard Allen (SFPD), Joseph Calabro, D.O. (U.S. Govt. Hospital), Boyd Stephens, M.D. (Coroner), Kathleen Gulf, RN (Provider), and Capt. William Dwyer (CHP), terms expiring June 30, 1991, for the three-year term ending June 30, 1994. (Clerk of the Board)
   (Continued from 6/25/91)

   Applicants: Boyd G. Stephens, M.D. (Coroner) *Not City resident
   Capt. William Dwyer (CA. Highway Patrol)

   ACTION:

4. File 92-91-23. Consideration of appointments to the City-Wide Alcoholism Advisory Board, vice Eugene Coleman, Joseph Desmond, Michael Hardeman, Mark Steinbrink, and Georgia Bates Creel, terms expiring July 1, 1991, for the three-year terms ending July 1, 1994. (Clerk of the Board)

Applicants: Eugene Coleman
Stefano Hillman
Michele Friedman
Ronan Byrne
James A. Ferguson
William J. Gatt
Alonzo Gallaread
Georgia Bates Creel

ACTION:

5. File 92-91-26. Consideration of appointments to the Hazardous Materials Advisory Committee vice William Harris, Jr. (public), Howard Strassner (neighborhood organization), Gerald Grey (Fire Dept.), and Anthony Sacco (labor organization), terms expiring July 1, 1991, for four-year terms ending July 1, 1995. (Clerk of the Board)

Applicants: Howard Strassner (neighborhood organization)
Anthony G. Sacco (labor organization)
William Harris, Jr. (public)

ACTION:

6. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Gregory Gaar (Kennedy), Bonnie Fisher (Hallinan), Robert Dutra (Migden), Patricia Kennedy (Achtenberg), Willa Sims (Shelley), Richard Sorro (Hsieh), Hilary Lamar (Britt), Juanita Raven (Gonzalez), Jeffrey Henne (Britt), Midge Wilson (Ward), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

Applicants: Gregory Gaar (Kennedy)
Robert J. Dutra (Migden ?)
Juanita Raven (Gonzalez)
Midge Wilson (Ward)
Rich Sorro (Hsieh ?)
Jeffrey Henne (Britt)

ACTION:

7. File 12-91-31. [Redistricting, State] Resolution urging the State Legislature to create State Senate and State Assembly Districts which do not divide or dilute the voting power of any concentration of any major ethnic group and to continue to hold regional public hearings on redistricting plans that the public can review and comment on any plan introduced in the Legislature. (Supervisor Maher)

ACTION:

8. File 97-91-39. [Conflict of Interest Code] Ordinance amending the Administrative Code by adding Section 58.207 to add the Film and Video Arts Commission to the agencies with disclosure responsibilities under the Conflict of Interest Code of the City and County of San Francisco. (Supervisor Alioto)

ACTION:

9. File 174-91-1. [Civil Service System Reform Advisory Committee] Resolution creating the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors. (Supervisor Kennedy)
(Continued from 6/25/91)

ACTION:

CHARTER AMENDMENTS

10. File 228-91-1. [Ballot Measure] Charter amendment (First draft) amending Section 8.400 relating to providing workers salary continuation benefits to employees called to active duty with a United States military reserve organization. (Supervisor Maher)

ACTION:

11. File 218-91-1. [Ballot Measure] Charter amendment (Draft) amending Section 3.661 relating to the powers and duties of the Civil Service Commission. (Supervisor Hallinan)

ACTION:

12. File 219-91-1. [Ballot Measure] Charter amendment (Draft) amending the charter by deleting Sections 8.320, 8.321, 8.322, 8,223, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and adding new Section 8.320-1 incorporating the provisions of the above sections into Civil Service Commission rules. (Supervisor Hallinan)

ACTION:

13. File 220-91-1. [Ballot Measure] Charter amendment (Draft) amending Section 8.329 relating to the certification of eligibles. (Supervisor Hallinan)

ACTION:

14. File 223-91-1. [Ballot Measure] Charter amendment (Draft) amending Section 8.341 relating to the removal or discharge of permanent employees. (Supervisor Hallinan)

ACTION:

15. File 225-91-1. [Ballot Measure] Charter amendment (Draft) amending Section 8.100 providing that where the legislation creating said boards, commissions or advisory bodies provides for participation by residents under the age of 18 years, it shall not be necessary that said residents be electors at the time of their appointment. (Supervisor Hallinan)

ACTION:

CLOSED SESSION

17. File 45-91-36. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Barbara Angell Against the City and County of San Francisco by payment of $25,000. (City Attorney) (Superior Court No. 891-115)

ACTION:

18. File 45-91-37. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of McGuire & Hester against the City and County of San Francisco by payment of $30,000. (City Attorney) (United States District Court No. C89-4276 TEH)

ACTION:

19. File 45-91-38. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Kathy King against David Marsh, et al. by payment of $25,000. (City Attorney) (Superior Court No. 912-273)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 5, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - recommendations

SUBJECT: July 9, 1991 Administration and Oversight Committee Meeting

Item 9 - File 174-91-1

Note: The Administrative and Oversight Committee continued this item from its meeting of June 25, 1991.

1. The proposed resolution would create the Civil Service System Reform Advisory Committee to review data relating to employees of the City and County and rules and policies established by the Civil Service Commission and report findings and recommendations to the Board of Supervisors.

2. The Civil Service System Reform Advisory Committee would review information on the following issues:

- Appointments on the basis of merit and fitness;
- Allocation of positions in the various classes of the classification;
- Pay-for-Performance as a substitute for salary standardization;
- Provisions for early retirement;
- Rules governing applications, practice/sample examinations, examinations, eligibility, duration of eligible lists, certification of eligible candidates, appointments, promotions, transfers, resignations, and filling of temporary and permanent positions.

The Committee would also review all reports and legislation relating to Civil Service.

3. The resolution proposes that the Board of Supervisors appoint 12 members to the Committee, which would consist of the following:

One member of the Civil Service Commission
General Manager of Personnel of the Civil Service Commission
Director of Employee Relations
One member of the Mayor's Fiscal Advisory Committee
One representative nominated from each of the City's three largest departments
Five representatives nominated from the public employee labor organizations representing employees of the City and County.

4. The resolution also provides a deadline for submittal of findings and recommendations to the Board of Supervisors of April 1, 1992. Once the Board of Supervisors receives the findings and recommendations, the Civil Service System Reform Advisory Committee would be disbanded.

Comments

1. The proposed resolution specifies that the members of the Advisory Committee would serve without compensation.

2. According to Mr. Albert Walker of the Civil Service Commission, Civil Service would expect to incur an undetermined in-kind cost for supplies and clerical support in producing the report containing the findings and recommendations. Mr. Walker also reports that other City employees may be called upon by the Committee as resource people. In addition, five members of the Civil Service Reform Advisory Committee would be City employees. As such, the City would incur an unknown in-kind cost of allocating staff time to the proposed Advisory Committee.

3. Mr. A. Lee Munson of the Civil Service Commission advises that the Commission has already studied the above issues over the past year. The Commission heard testimony and reviewed written comments from members of the public, City employees, as well as employee organizations. As a result of the study, the Commission subsequently drafted proposed Charter amendments, which are the subject of Items 11, 12, 13, and 14 on the July 9, 1991 Administrative and Oversight Committee Meeting Calendar.

4. Mr. Munson also states that the Civil Service Commission normally does not determine provisions for early retirement. Provisions for early retirement would be determined by the City's Retirement System.

Recommendation

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 10 - File 228-91-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would amend Section 8.400 to add subdivision (i) to provide salary continuation for City employees who are military reservists called to active duty.

Description: The proposed Charter Amendment would allow a City officer or employee called to active duty with a United States military reserve organization to receive from the City for a period not to exceed 180 days, the difference between the amount of the individual's military pay and the amount the individual would have received as a City officer or employee. The proposed Charter Amendment requires the reservist to be called into active service for more than 30 consecutive days and must be for extraordinary circumstances which would not include scheduled training, drills, unit training assemblies or other such events.

The Charter Amendment further stipulates that any individual receiving compensation under the proposed provisions who does not return to City service within 60 days of release from active duty, or if the individual is not fit for employment within 60 days of return, shall have that compensation treated as a loan.

Comments: The Controller's Office reports that the proposed Charter Amendment could result in increased costs to the City depending on whether the United States enters into a war that requires its reserves to enter active duty and the number of City employees and officers in the reserves. The extent of increased costs would depend on the salaries of the City employees deployed to active service and the duration of the conflict.

Item 11 - File 218-91-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would amend Section 3.661 relating to the powers and duties of the Civil Service Commission.

Description: The proposed Charter Amendment would enable the Civil Service to promulgate and to implement rules pertaining to the use of performance evaluations, position classifications and departmental reorganizations. This Charter Amendment would enable the Commission to make changes in rules governing these areas one week after public notification, provided that such a rule would not affect any of the cases pending before the Commission. The Commission would also have the authority to establish procedures for reviewing and resolving allegations of discrimination on the basis of race, ethnicity, gender, age and/or sexual or political affiliation.

According to Mr. A. Lee Munson of the Civil Service Commission, the current system, which utilizes eligible lists with a four-year duration, encourages an excessive number of classifications and unnecessary departmental reorganizations as managers seek to gain additional flexibility in their staffing and hiring decisions. As a result, departments use temporary employees rather than filling vacancies with permanent employees and seek position classification levels that are frequently too high for the work performed. However, under the present system, the Civil Service Commission lacks the authority to freeze the excess wages until it can correct the misclassification. The proposed Amendment would eliminate the clause stating that allocation or reallocation of a position cannot adversely affect an incumbent and, therefore, would allow the Civil Service to freeze the salaries of employees whose positions are wrongly classified. Furthermore, Mr. Munson reports that a greater emphasis on performance evaluations would enhance and legitimize the promotional opportunities for existing employees and would enable the City to recruit well qualified candidates. Mr. Munson states that the proposed Charter Amendment would resolve these problems.

Analysis:

1. According to Mr. Munson, City department heads do not use performance evaluations consistently. Mr. Munson states that greater flexibility in the use of performance evaluations would not only allow managers to differentiate employees on the quality of their work but would also motivate employees by giving them an incentive to excel. By placing a greater emphasis on the content and consistency of performance evaluations, the Commission is attempting to promote productive and self-motivated employees while also deterring the promotion of lackadaisical workers. He also reports that in a recent survey, approximately 30 departmental personnel officers responded that an improved candidate pool could reduce their permanent staff by 1 to 2 percent on average.

2. San Francisco has 1,680 position classifications, 43 percent of which are single position classes. Departments often apply for new classifications for employees who are performing specialized tasks or when managers are attempting to avoid hiring an unqualified candidate from the eligible list. These reclassification requests substantially increase the workload and thereby slow the pace of the Exam Group of the Civil Service Commission, which is responsible for preparing examinations for new positions. According to Mr. Munson, in the long-term, the Commission is attempting to shrink the total number of classifications by one-half.

3. Mr. Munson states that in the short term, greater classification flexibility would enable the Commission to "red-circle" classifications where departments had actually down-graded the job requirements, or to freeze the salary levels of those employees who are wrongly classified. According to the City Attorney's Office, the proposed Charter Amendment would give the Civil Service Commission the authority to freeze wages of incumbent employees who are classified at a higher level than their present jobs necessitate. If the Commission had the authority to freeze an employee's wages, it would maintain the existing salary level and would deny any annual increases until the sum of those annual increases combined with the base salary for the appropriate classification equals the current salary level. Once the employee has caught up to the current salary level for the classification which accurately reflects the job requirements, the Commission would lift the salary freeze.

4. The proposed Charter Amendment would also strengthen the Commission's ability to investigate and to respond to managerial infractions of Civil Service procedures, which are based on the premise of a merit system. Mr. Munson states that this proposed Amendment would give the Commission the authority to respond to employee grievances and, in extreme cases, to rescind improper appointments and to file charges of misconduct against the offending manager. The Commission would be able to subpoena witnesses and records relevant to its investigation.

Effect on the Cost of Government:

Mr. Munson states that the Commission does not anticipate that the proposed Charter Amendment will increase personnel costs over their present budgeted level because improvements in the eligible list structure will make department heads more amenable to reductions in the number of permanent position classifications.

Although the Commission has not conducted any detailed statistical research of the classification system at this time, Mr. Munson estimates that if even 50 positions within the City's 1,680 classifications are over-classified by 20 percent, the savings from freezing wages could total $500,000 annually.

Mr. Munson states that the Civil Service Commission is attempting to stimulate greater productivity from a smaller number of City employees through these reforms. According to Mr. Munson, the Civil Service Commission estimates from a survey of 30 departmental personnel officers that if departments are able to hire more qualified people from a broader candidate pool that is updated more frequently and to eliminate dismissed employees from the payroll more quickly, the City could reduce its permanent, classified positions by 1 to 2 percent. Therefore, with annual personnel expenditures of approximately $1.55 billion, the City could save $15.5 million to $31 million. Based on estimates made by Mr. Munson, approximately $528,000 of that $15.5 million to $31 million would be derived from the savings associated with the Charter Amendment of Section 8.341, relating to the removal and discharge of permanent employees (see Item 14, File 223-91-1 of this report).

The Controller's Office advises that the proposed amendment should not result in increased costs.

Item 12 - File 219-91-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would delete Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and would add new Section 8.320-1 incorporating the provisions of the above sections into the Civil Service Commission rules.

Description: Presently, the Civil Service Commission can only change a Charter Section applicable to their area of jurisdiction by obtaining a Charter Amendment. The adoption of this Charter Amendment would enable the Civil Service Commission to change its rules without the necessity of a Charter Amendment. According to Mr. A. Lee Munson of the Civil Service Commission, the current process is time-consuming and cumbersome and has prevented the Civil Service Commission from addressing its present operational and procedural inefficiencies. The proposed Charter Amendment would enable the Civil Service Commission to modify its existing rules gradually and at its own discretion without a Charter Amendment after meeting with the appropriate employee organizations and conducting public hearings.

Analysis:

1. In response to the unsuccessful, large-scale Civil Service reform of the 1980's, the Civil Service Commission is attempting to initiate a gradual self-modernization. According to Mr. Munson, the inclusion of specific Civil Service regulations in the City Charter is wholly inappropriate. The requirements of the Charter hamper all of the Civil Service procedures, causing lengthy delays and general dissatisfaction among the individuals involved. To change its standard operating procedures, the Civil Service Commission believes that it must have the capability to modify and to establish its own rules. According to Mr. Munson, the proposed system would be more efficient for and more responsive to those individuals who are directly affected by the Commission's procedures.

2. Under the proposed Charter Amendment, the Commission will maintain the existing Sections verbatim. Although the Civil Service Commission will have complete control over the content of proposed rule changes, it will be accountable to the public and to employee representatives. When a rule change is proposed,the Commission will meet and confer with employee representatives and will hold public hearings to assess the level of support for and/or opposition to the proposed change. Neither the Mayor nor the Board of Supervisors will have an oversight role in the rule-making process. Mr. Munson believes that this type of administrative discretion is appropriate for the Commission because it has expert knowledge on these procedural issues.

3. If this Charter Amendment is approved, Mr. Munson states that the Civil Service Commission plans to develop a candidate pool based on a continuous list structure, a system currently used by the nine largest cities and counties in California. Because of the Charter Section regarding duration of lists (Section 8.330), the Civil Service Commission cannot institute a continuous list system. Presently, the Civil Service Commission offers 375 exams annually. From those exams, the Commission develops eligible lists, each with a four-year duration, containing three possible candidates. According to Mr. Munson, department managers resent having to select employees from these sparse, out-dated lists. To avoid hiring the last candidate, managers allow the list to expire. According to Mr. Munson, the proposed system of continuous lists would enable the Commission to update the lists continually with those candidates who scored the highest on the most recent test date. Mr. Munson states that by offering the most qualified candidate pool to department heads, this system will increase productivity. Departments will require fewer of these more productive and motivated employees to accomplish the same quantity of work.

Effect on the Cost of Government:

If the proposed Charter Amendment is passed, the Civil Service Commission will determine its own rules and regulations with the input of employee representatives and the public. According to Mr. Munson, the Commission does not anticipate any additional costs to be associated with these procedures. The input of the public and employee representatives would become a part of the Commission's regular agenda, occurring during the normal meeting times. Mr. Munson said that the Commission would

allocate a greater portion of the meeting time for procedural matters and, therefore, would not incur any additional hearing expenses.

The Controller's Office advises that the proposed amendment should not affect the cost of government.

Item 13 - File 220-91-1

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter amendment would amend Section 8.329 relating to the certification of eligible candidates.

Description: The proposed Charter amendment would change Section 8.329 relating to the "Rule of Three." Presently, when a City department requests the filling of a Civil Service position, the Civil Service Commission certifies the three highest ranking candidates on the list to be considered for the vacant position. If more than three candidates are eligible to be considered because of identical examination scores, Civil Service must break the tie using a lottery procedure.

The proposed Charter amendment would allow all candidates with the three highest examination scores to be certified and considered for the vacant position,thereby eliminating the use of a lottery procedure.

Comments: 1. San Francisco changed from the Rule of One candidate to the Rule of Three candidates in the mid-1970's. According to Mr. A. Lee Munson of the Civil Service Commission, San Francisco still has the most restrictive certification standards of the nine largest California cities and counties recently surveyed. Mr. Munson said that ideally the Civil Service Commission is seeking to adopt a certification system that selects the three highest scores with a minimum of six candidates, a method presently used by the City of Los Angeles. However, the proposed Charter Amendment would only allow the certification of those candidates with the three highest scores.

2. According to Mr. Munson , a broader candidate pool will offer managers more flexibility in their hiring decisions. Mr. Munson added that the flexibility derived from a larger candidate pool does not mean that departments will have an opportunity to discriminate, as many employee representatives suspect. Mr. Munson said that the Commission plans to institute a reporting mechanism in the near future to monitor the racial, ethnic and gender composition of new departmental employees. To ensure that no pattern of discrimination exists, the Commission would compare a department's selection to the candidates on the eligible list.

3. According to Mr. Munson, the Commission believes that a broader candidate selection pool will deter departments from adding unnecessary classifications or hiring temporary employees rather than permanently filling their vacancies. Mr. Munson states that increasing the number of eligibles certified for a vacant position would reduce the City's overall number of classifications.

Effect on the Cost of Government:

Mr. Munson stated that the Civil Service Commission does not anticipate any additional costs associated with changing the rule of three candidates to the rule of three highest scores.

The Controller's Office advises that the proposed Charter Amendment would not effect the cost of government.

Memo to Administration and Oversight Committee
July 9, 1991 Administration and Oversight Committee Meeting

Item 14 - File 223-91-1

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would amend Section 8.341 relating to the removal or discharge of permanent employees.

Description: The proposed Charter Amendment would change Section 8.341 to allow the City to terminate employees and provide appeal rights to terminated employees in the form of a post-termination grievance procedure. Presently, the City must keep permanent employees charged with dismissal on the payroll, for up to thirty days, until a proceeding before a hearing officer is held. The verdict of the hearing officer is final. However, the employee can file an appeal to have the opportunity to address the Civil Service Commission regarding future employability rights.

The proposed Charter Amendment would allow the appointing officer to terminate the employee or place the employee on unpaid administrative leave, and allow dismissed employees to arbitrate the initial decision of discharge or suspension. If the decision reaches arbitration, the hearing officer has the authority to affirm or reverse the previous decision of termination. The proposed Amendment also allows the hearing officer to order back-payment of salary for the period in which the employee was discharged or removed and to expunge the personnel record of the employee.

Effect on the Cost of Government: Mr. A. Lee Munson of the Civil Service Commission estimates that the average salary level, including benefits, for a City employee is $40,000 per year. Currently, the Commission hears approximately 200 dismissal proceedings per year. In most cases, a hearing officer makes a decision within thirty days of the charges being filed. Usually, the hearing officer's decision removes the employee from the City payroll. However, according to Mr. Munson, in approximately 20 percent of these proceedings, employees are still paid while they are appealing the initial discharge decision. That appeal process lasts an average of four months. According to Mr. Munson, the proposed Charter Amendment would remove discharged employees from the City payroll immediately following the hearing officer's decision. Mr. Munson estimates that this proposed change could save the City approximately $528,000, annually.

The Controller's Office advises that the proposed Charter Amendment would result in no significant additional costs to government.

Memo to Administration and Oversight Committee
July 9, 1991

Item 15 - File 225-91-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would amend Section 8.100.

Description: Proposition L, passed by the San Francisco electorate in June of 1990, stipulates that no person can be a candidate for any elective office or be appointed as a member of any board, commission or advisory body established by legislative action of the Board of Supervisors, unless he or she is a resident and an elector of the City and County of San Francisco.

The current voting age is 18 years old. The proposed Charter Amendment would therefore provide that persons, under the age of 18, who are appointed by the Board of Supervisors to boards, commissions or advisory bodies created by legislative action of the Board, must be residents, but need not be electors of the City and County, until they are 18 years of age.

Effect on the Cost of Government: The proposed Charter Amendment would have no fiscal impact.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

SPECIAL MEETING OF ADMINISTRATION AND OVERSIGHT BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

MONDAY, July 15, 1991 - 11:30 A.M. ROOM 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 217-91-1. [Ballot Measure] Draft ordinance amending the Parking Tax by rescinding and prohibiting parking tax and that owners of parking lots pay $13 per month per stall and providing that there be a special rate to be paid for parking stalls used for special events and for parking stalls that are privately owned but do not generate revenue. (Supervisor Gonzalez)

   ACTION:

2. File 218-91-1. [Ballot Measure] Charter amendment (First draft) amending Section 3.661 relating to the powers and duties of the Civil Service Commission. (Supervisor Hallinan)

   ACTION:

3. File 219-91-1. [Ballot Measure] Charter amendment (Draft) amending the charter by deleting Sections 8.320, 8.321, 8.322, 8,223, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and adding new Section 8.320-1 incorporating the provisions of the above sections into Civil Service Commission rules. (Supervisor Hallinan)

   ACTION:

4. File 220-91-1. [Ballot Measure] Charter amendment (First Draft) amending Section 8.329 relating to the certification of eligibles. (Supervisor Hallinan)

   ACTION:

5. File 223-91-1. [Ballot Measure] Charter amendment (First Draft) amending Section 8.341 relating to the removal or discharge of permanent employees. (Supervisor Hallinan)

   ACTION:

6. File 229-91-1. [Ballot Measure] Charter amendment (skeletal) adding Section 8.408 authorizing collective bargaining on wages, hours, benefits and other terms and conditions of City employment. (Supervisor Shelley)

   ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

ADDENDUM
CALENDAR

SPECIAL MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

MONDAY, July 15, 1991 – 11:30 A.M. ROOM 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

7. File 190–91–1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.530–3 thereof, relating to the reclassification and status of Housing Police Officers. (Supervisor Gonzalez)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 12, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: July 15, 1991 Administration and Oversight Committee Meeting

Item 1 - File 217-91-1

Proposed Ballot Measure: Ordinance

Draft: Skeletal

Sections Affected: Part III of the City's Municipal Code

Description: The proposed ordinance would amend the City's Municipal Code by eliminating the existing Parking Tax percentage formula and replacing it with a $13 per parking stall per month fee. In addition, the proposed ordinance would establish a special rate to be paid for parking stalls used for special events and for parking stalls that are privately owned but do not generate revenue. As of the writing of this report, the proposed ordinance has not yet been drafted. As such, the definitions of special events and the privately owned stalls that do not generate revenue have not yet been established. In addition, the fees for the special event stalls and the privately owned non-revenue generating stalls have not yet been established. Mr. Jack Doherty of the City Attorney's Office reports that the draft of the proposed ordinance will be ready by July 15, 1991.

Comments:

1. According to Ms. Julie DiGregorio, representative of the Parking Industry, a study conducted by Twitchel Consultants reported that San Francisco currently has approximately 109,049 parking stalls in the downtown area and 80,000 parking stalls in the rest of the City for a total of approximately 190,000 parking stalls Citywide.

2. Mr. Tim Johnson of the Department of Parking and Traffic reports that DPT is unable to concur with the estimated 190,000 parking stalls in San Francisco. The Budget Analyst notes that the 190,000 estimate includes parking stalls located at gas stations, under the freeway, hotels and other parking areas that do not necessarily generate revenue. According to Mr. Bill Wycko of the Department of City Planning, there are approximately 50,000 parking stalls in the downtown area and 59,000 parking stalls in the rest of the City for a total of approximately 109,000 stalls Citywide. Mr. Richard Sullivan of the Tax Collector's Office reports that 109,000 is a reasonable estimate of the number of parking stalls in the City. Mr. Wycko advises that the 109,000 is only an estimate and that the Department of City Planning will be conducting a new survey of parking stalls sometime in August of 1991.

Effect on the Cost of Government:

1. As noted above in Comment No. 2, the 190,000 estimate of parking stalls in San Francisco includes non-revenue generating stalls. The exact number of these non-revenue generating stalls is not known.

2. Because the draft of the proposed ordinance has not been written, the Budget Analyst is not able to determine which non-revenue generating privately owned parking stalls would be included in the proposed ordinance.

3. Using the proposed $13 per month parking stall fee and the Parking Industry's estimated 190,000 parking stalls, the proposed ordinance would generate approximately $29,640,000 (excluding the special rates for parking stalls used for special events and for the privately owned non-revenue generating parking stalls). Using the Department of City Planning's estimate of 109,000 parking stalls, the proposed ordinance would generate approximately $17,004,000 (again, excluding the special rates for parking stalls used for special events and for the privately owned non-revenue generating parking stalls).

4. The City currently collects approximately $24 million annually, including $6 million allocated to the Senior Citizens Programs Fund, from the City's Parking Tax based on a 15 percent Parking Tax and a five percent Parking Tax Surcharge rate of parking fees charged at City-owned garages and privately owned garages. In addition, the Mayor's 1991-92 budget includes $5.5 million (11 months in fiscal year 1991-92) in revenue to be generated by increasing the City's Parking Tax Surcharge by five percent for a total of $29.5 million in revenue generated by the Parking Tax for fiscal year 1991-92. The ordinance proposing this additional five percent Parking Tax Surcharge increase is currently pending before the Finance Committee.

5. The proposed ordinance is based on a flat fee and does not include provisions for inflation. The current parking tax, which is based on a percent of the rate paid, automatically increases revenues to the City as rates or total parking revenues increase. Under the proposed ordinance, the Board of Supervisors would have to amend the ordinance to increase the parking stall rate.

6. According to Mr. Sullivan, the proposed ordinance does not take into account the various prices charged at different parking lots throughout the City or that no revenue is generated from some of these parking spaces. For example, one parking lot downtown may charge $1 for every 30 minutes or approximately $16 per day to park in one stall while a smaller lot in a more inconvenient location charges $4 for the entire day for one stall and another parking lot does not charge its customers for parking. Under the proposed ordinance, all of the parking lots would pay the same for each stall regardless of the amount of revenue the parking lot generates from the stalls. According to Mr. Sullivan, this could result in less parking revenues and less profits at the smaller, less expensive parking lots which, in turn, could decrease the amount of revenues which the City would be able to generate under the proposed fixed fee plan. In addition, the valet parking lots can accommodate more cars per square foot than the nonvalet parking lots, making it difficult to estimate the actual number of parking stalls.

7. The proposed parking stall fee is not a special tax and would be deposited to the City's General Fund. If this legislation were approved, it is anticipated that the Mayor and the Board of Supervisors would then appropriate a portion of these funds for use by the Commission on Aging to continue to provide services for senior citizens since presently, as previously noted, approximately $6 million from the City's Parking Tax is annually appropriated to the Senior Citizens Programs Fund.

Item 2 - File 218-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would amend Section 3.661 relating to the powers and duties of the Civil Service Commission.

Description: The proposed Charter Amendment would enable the Civil Service to promulgate and to implement rules pertaining to the use of performance evaluations, position classifications and departmental reorganizations.

According to Mr. A. Lee Munson of the Civil Service Commission, the current system encourages an excessive number of classifications and unnecessary departmental reorganizations as managers seek to gain additional flexibility in their staffing and hiring decisions. The Civil Service Commission also lacks the authority to freeze the excess wages associated with incorrectly classified positions. The proposed Amendment would eliminate the clause stating that allocation or reallocation of a position cannot adversely affect an incumbent and, therefore, would allow the Civil Service to freeze the salaries of employees whose positions are wrongly classified. Furthermore, Mr. Munson reports that a greater emphasis on performance evaluations would enhance and legitimize the promotional opportunities for existing employees and would enhance the City's efforts in recruiting well-qualified candidates. Mr. Munson states that the proposed Charter Amendment would assist in resolving these problems.

Comments:

1. According to Mr. Munson, City department heads do not use performance evaluations consistently. Mr. Munson states that greater flexibility in the use of performance evaluations would not only allow managers to differentiate employees on the quality of their work but would also motivate employees by giving them an incentive to excel. By placing a greater emphasis on the content and consistency of performance evaluations, the Commission is attempting to promote productive and self-motivated employees while also deterring the promotion of lackadaisical workers. He also reports that in a recent survey, approximately 30 departmental personnel officers responded that an improved candidate pool could reduce their permanent staff by 1 to 2 percent on average.

2. Mr. Munson states that in the short term, greater classification flexibility would enable the Commission to "red-circle" classifications where departments had actually down-graded the job requirements and to freeze the salary levels of those employees who are wrongly classified. According to the City Attorney's Office, the proposed Charter Amendment would give the Civil Service Commission the authority to freeze wages of incumbent employees who are classified at a higher level than their present jobs necessitate. If the Commission had the authority to freeze an employee's wages, it would maintain the existing salary level and would deny any annual increases until the sum of those annual increases combined with the base salary for the appropriate classification equals the current salary level. Once the employee has caught up to the current salary level for the classification which accurately reflects the job requirements, the Commission would lift the salary freeze.

3. The proposed Charter Amendment would also strengthen the Commission's ability to investigate and to respond to managerial infractions of Civil Service procedures, which are based on the premise of a merit system. Mr. Munson states that this proposed Amendment would give the Commission the authority to respond to employee grievances and, in extreme cases, to rescind improper appointments and to file charges of misconduct against the offending manager. The Commission would be able to subpoena witnesses and records relevant to its investigation.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

Mr. Munson states that the Commission does not anticipate that the proposed Charter Amendment will increase personnel costs over their present budgeted level because improvements in the eligible list structure will make department heads more amenable to reductions in the number of permanent position classifications.

Although the Commission has not conducted any detailed statistical research of the classification system at this time, Mr. Munson estimates that if even 50 positions within the City's 1,680 miscellaneous classifications are over-classified by 20 percent, the savings from freezing wages could total $500,000, on an annual basis.

Mr. Munson states that the Civil Service Commission is attempting to stimulate greater productivity from a smaller number of City employees through these reforms. According to Mr. Munson, the Civil Service Commission estimates from a survey of 30 departmental personnel officers that if departments are able to hire more qualified people from a broader candidate pool that is updated more frequently and to eliminate dismissed employees from the payroll more quickly, the City could reduce its permanent, classified positions by 1 to 2 percent. Therefore, with annual personnel expenditures of approximately $1.55 billion, the City could save $15.5 million to $31 million. Based on estimates made by Mr. Munson, approximately $300,000 of that $15.5 million to $31 million would be derived from the savings associated with the Charter Amendment of Section 8.341, relating to the removal and discharge of permanent employees (see Item 5, File 223-91-1 of this report).

The Controller's Office advises that the proposed amendment should not result in increased costs.

Item 3 - File 219-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would delete Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and would add new Section 8.320-1 incorporating the provisions of the above sections into the Civil Service Commission rules.

Description: Presently, the Civil Service Commission can only change a Charter Section applicable to their area of jurisdiction by obtaining a Charter Amendment. The adoption of this Charter Amendment would enable the Civil Service Commission to change its rules without the necessity of a Charter Amendment, after meeting and conferring with the employee organizations. According to Mr. A. Lee Munson of the Civil Service Commission, the current process is time-consuming and cumbersome and has prevented the Civil Service Commission from addressing its present operational and procedural inefficiencies. The proposed Charter Amendment would enable the Civil Service Commission to modify its existing rules without a Charter Amendment, after meeting with the appropriate employee organizations and conducting public hearings.

Analysis: 1. In response to the unsuccessful, large-scale Civil Service reform of the 1980's, the Civil Service Commission is attempting to initiate a gradual self-modernization. Mr. Munson states that the inclusion of specific Civil Service regulations in the City Charter is wholly inappropriate. The requirements of the Charter hamper all of the Civil Service procedures, causing lengthy delays and general dissatisfaction among the individuals involved. To change its standard operating procedures, the Civil Service Commission believes that it must have the capability to modify and to establish its own rules. According to Mr. Munson, the proposed system would be more efficient for and responsive to those individuals who are directly affected by the Commission's procedures.

2. Under the proposed Charter Amendment, the Commission would maintain the existing wording of the Sections. Although the Civil Service Commission would have complete control over the content of proposed rule changes, it would be accountable to the public and to employee representatives. When a rule change is proposed, the Commission would meet and confer with employee representatives and would hold public hearings to assess the level of support for and/or opposition to the proposed change. Neither the Mayor nor the Board of Supervisors would have an oversight role in the rule-making process. Mr. Munson believes that this type of administrative discretion is appropriate for the Commission because it has expert knowledge on these procedural issues.

3. If this Charter Amendment is approved, Mr. Munson states that the Civil Service Commission plans to develop a candidate pool based on a continuous list structure, a system currently used by the nine largest cities and counties in California. Because of the Charter Section regarding duration of lists (Section 8.330), the Civil Service Commission cannot institute a continuous list system. Presently, the Civil Service Commission offers 375 exams annually. From those exams, the Commission develops eligible lists, each with a four-year duration, containing three possible candidates. According to Mr. Munson, department managers will not select employees from old lists. To avoid hiring the last candidate, managers allow the list to expire, and in the interim, hire individuals on a temporary basis. The proposed system of continuous lists would enable the Commission to update the lists continually with those candidates who scored the highest on the most recent test date. Mr. Munson states that by offering the most qualified candidate pool to department heads, this system will increase productivity. Departments will require fewer of these more productive and motivated employees to accomplish the same quantity of work.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments before such Charter Amendments are referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

If the proposed Charter Amendment is passed, the Civil Service Commission will determine its own rules and regulations with the input of employee representatives and the public. According to Mr. Munson, the Commission does not anticipate any additional costs to be associated with these procedures. The input of the public and employee representatives would become a part of the Commission's regular agenda, occurring during the normal meeting times. Mr. Munson said that the Commission would allocate a greater portion of the meeting time for procedural matters and, therefore, would not incur any additional hearing expenses.

The Controller's Office advises that the proposed amendment should not affect the cost of government.

Memo to Administration and Oversight Committee
July 15, 1991, Special Administration and Oversight Committee Meeting

Item 4 - File 220-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter amendment would amend Section 8.329 relating to the certification of eligible candidates.

Description: The proposed Charter amendment would change Section 8.329 relating to the "Rule of Three." Presently, when a City department requests the filling of a Civil Service position, the Civil Service Commission certifies the three highest ranking candidates on the list to be considered for the vacant position. If more than three candidates are eligible to be considered because of identical examination scores, Civil Service must break the tie using a lottery procedure.

The proposed Charter amendment would allow a minimum of all candidates with the three highest examination scores to be certified and considered for the vacant position, thereby eliminating the use of a lottery procedure.

Comments: 1. San Francisco changed from the Rule of One candidate to the Rule of Three candidates in the mid-1970's. According to Mr. A. Lee Munson of the Civil Service Commission, San Francisco still has the most restrictive certification standards of the nine largest California cities and counties recently surveyed. The Civil Service Commission is proposing a Charter Amendment that would allow the certification of a minimum of those candidates with the three highest scores.

2. According to Mr. Munson , a broader candidate pool will offer managers more flexibility in their hiring decisions. Mr. Munson added that the flexibility derived from a larger candidate pool does not mean that departments will have an opportunity to discriminate, as many employee representatives suspect. Mr. Munson said that the Commission plans to institute a reporting mechanism in the near future to monitor the racial, ethnic and gender composition of new departmental employees. To ensure that no pattern of discrimination exists, the Commission would compare a department's selection to the candidates on the eligible list.

3. According to Mr. Munson, the Commission believes that a broader candidate selection pool will deter departments from adding unnecessary classifications or hiring temporary employees rather than permanently filling their vacancies. Mr. Munson states that increasing the number of eligibles certified for a vacant position would reduce the City's overall number of classifications.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

Mr. Munson stated that the Civil Service Commission does not anticipate any additional costs associated with changing the rule of three candidates to the rule of three highest scores.

The Controller's Office advises that the proposed Charter Amendment would not effect the cost of government.

Item 5 - File 223-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would amend Section 8.341 relating to the removal or discharge of permanent employees.

Description: The proposed Charter Amendment would change Section 8.341 to allow the City to terminate employees and provide appeal rights to terminated employees in the form of a post-termination grievance procedure. Presently, the City must keep permanent employees charged with dismissal on the payroll until a proceeding before a hearing officer is held.

The proposed Charter Amendment would allow the appointing officer, or designee, to terminate the employee or place the employee on unpaid administrative leave, and allow dismissed employees to arbitrate the initial decision of discharge or suspension. If the decision reaches arbitration, the hearing officer has the authority to affirm or reverse the previous decision of termination. The proposed Amendment also allows the hearing officer to order back-payment of salary for the period in which the employee was discharged or removed and to expunge the personnel record of the employee.

Comments: 1. Mr. A. Lee Munson of the Civil Service Commission estimates that the average salary level, including benefits, for a City employee is $40,000 per year. Currently, approximately 90 dismissal proceedings are conducted each year. In most cases, a hearing officer makes a decision within thirty days of the charges being filed, and usually, the hearing officer's decision removes the employee from the City payroll. However, because of delays in the dismissal proceedings, the entire process may exceed thirty days. According to Civil Service, that dismissal process lasts an average of six weeks. According to Mr. Munson, the proposed Charter Amendment would remove discharged employees from the City payroll immediately following the Department appointing officer's decision. Termination of the employee from the payroll could be made within two weeks. Assuming an acceleration of the dismissal process by four weeks, Civil Service estimates that this proposed change could save the City approximately $300,000, annually.

2. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

3. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

As noted above in Comment No. 1, this proposed Charter Amendment could result in a potential savings of $300,000 per year.

The Controller's Office advises that the proposed Charter Amendment would result in no significant additional costs to the City.

Item 6 - File 229-91-1

Proposed Action: Charter Amendment

Draft: Skeletal

Section Affected: The proposed Charter Amendment would add Section 8.408 authorizing collective bargaining on wages, hours, benefits and other terms and conditions of City employment.

Description: The Mayor's Office, including its Employee Relations Division, and the employee unions are presently negotiating Memoranda of Agreement in exchange for the previously imposed freeze on the Salary Standardization provisions of Charter Sections 8.401 and 8.407 for FY 1991-92. A draft of the Memorandum of Agreement with the SEIU, dated June 10, 1991, provided for the placement of specific Charter Amendments regarding collective bargaining on the November 5, 1991 ballot. This proposed Charter Amendment would add Section 8.408 to provide for collective bargaining. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the various employee unions and the City. Once completed, the final Memorandum of Agreement and corresponding draft Charter Amendments will be submitted to the Board of Supervisors for approval.

Comments:

1. In addition to the above proposed Charter Amendment, the Memorandum of Agreement between the employee unions and the City presently provides for the extension of the existing Pay Equity Agreement between the City and the SEIU Joint Council for another two years. According to Mr. John Madden of the Controller's Office, extension of Pay Equity would result in an increase in costs to the City of roughly $16 million over two years.

2. The draft Memorandum of Agreement provides that the City cannot layoff any permanent represented employees for FY 1991-92. The Mayor's Budget as submitted to the Board of Supervisors includes the elimination of a number of filled positions. Based on the draft Memorandum of Agreement, these positions would have to remain funded.

3. The draft Memorandum of Agreement also provides that the City implement a family dental coverage for all City employees represented by SEIU. According to Mr. Madden, the family dental coverage would cost the City roughly between $13 million and $15 million, annually.

Effect on the Cost of Government: Mr. Madden advises that, as of the writing of this report, because the outcome of the collective bargaining agreement has not yet been determined, the Controller is unable to certify the potential costs to government, if any, of the proposed Charter Amendment.

Item 7 - File 190-91-1

Proposed Ballot Measure: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would reclassify the Position of 8222 Housing Police Officer with peace officer status and authority pursuant to California Penal Code Section 830.1 and permit these officers to participate in the Sergeant's promotional examination, subject them to discipline under Section 8.343 of the San Francisco Charter and allow determination of their working conditions under Section 8.590 et seq of the San Francisco Charter. Section 8.590 describes arbitration for wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers.

Description: The 8222 Housing Police Officers were transferred from the San Francisco Housing Authority to the Police Department in 1983 by Charter Section 3.530-3. The Police Department reports that the 8222 Housing Police Officers have been performing similar duties as Q2 Police Officers since 1983.

If the San Francisco Police Commission creates a new Police Officer classification, the Commission shall have the authority to grant Housing Police Officers employed by the City and County of San Francisco as of January 1, 1992 status to the new classification provided that the individuals comply with each of the State mandated requirements for full peace officer status and provided further that the new classification shall perform a significant portion of the duties and responsibilities of Police Officers of the City and County of San Francisco.

Employees granted status to the new classification shall be subject to the same terms and conditions of employment as Police Officers of the City and County of San Francisco, and if otherwise qualified, shall be eligible to participate in the Civil Service examination for the Q50 Police Sergeant classification.

Comments: 1. Ms. Vicki Clayton of the City Attorney's Office reports that Q2 Police Officers are subject to an examination, background investigation, and polygraph test. The Police Department reports that the proposed new classification to replace the current classification of the 8222 Housing Police Officers would not be subject to these requirements.

2. The Police Commission approved the new classification for 8222 Housing Police Officers at its July 10, 1991 meeting. However, the new classification has not yet been approved by the Civil Service Commission. According to Mr. Monte Mansir of the Civil Service Commission, the creation of the new Housing Police Officer classification could be accomplished by the approval of the Police Commission and the Civil Service Commission without amending the City Charter.

3. Lt. Ed Pecinovsky of the Police Department reports that the Police Department intends to phase out the 8222 Housing Police Officers through attrition, and replace existing 8222 Housing Police Officers directly with Q2 Police Officers.

Effect on the Cost of Government:

Captain Tony Ribera of the Police Department reports that there are currently 14 8222 Housing Police Officers, which earn between $35,209 and $42,647 annually for an annual total of approximately $492,925 to $597,058. The salary range for a Q2 Police Officer is between $37,976 and $43,979 annually for an annual total of approximately $531,664 to $615,706 for 14 positions. Therefore, the increase in salaries would result in approximately $18,648 to $38,739 in additional costs to the City.

Ms. Clare Murphy of the Employees Retirement System reports that the 8222 Housing Police Officers currently are members of the State Public Employees Retirement System (PERS) and the City did not make a contribution to PERS for these employees during FY 1990-91 because the aggregate total in San Francisco's PERS Account for all safety employees with PERS, based upon previous contributions, was enough to cover retirement benefits for the 8222 Housing Police Officers. However, Ms. Murphy also reports that the City may have to make a contribution to PERS for these employees during FY 1991-92 given the proposed State reduction of $1.6 billion from PERS in the State's FY 1991-92 budget. Ms. Murphy notes that the possible impact on San Francisco from the proposed State reduction of PERS has not yet been determined. Ms. Murphy indicates that the Employees Retirement System has not been asked to determine whether the proposed newly classified 8222 Housing Police Officers would be subject to the 67 percent retirement contribution rate which the City must currently expend for Q2 Police Officers. If the 14 8222 Housing Police Officers were subject to the 67 percent retirement contribution

rate, this could result in approximately $356,215 to $412,523 in additional annual costs to the City.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

RECESSED MEETING OF ADMINISTRATION AND OVERSIGHT BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

MONDAY, July 22, 1991 – 11:30 A.M. ROOM 228, City Hall

PRESENT: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 218–91–1. [Ballot Measure] Charter amendment (First draft) amending Section 3.661 relating to the powers and duties of the Civil Service Commission. (Supervisor Hallinan)

   ACTION:

2. File 219–91–1. [Ballot Measure] Charter amendment (Draft) amending the charter by deleting Sections 8.320, 8.321, 8.322, 8,223, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and adding new Section 8.320–1 incorporating the provisions of the above sections into Civil Service Commission rules. (Supervisor Hallinan)

   ACTION:

3. File 220–91–1. [Ballot Measure] Charter amendment (First Draft) amending Section 8.329 relating to the certification of eligibles. (Supervisor Hallinan)

   ACTION:

4. File 223–91–1. [Ballot Measure] Charter amendment (First Draft) amending Section 8.341 relating to the removal or discharge of permanent employees. (Supervisor Hallinan)

   ACTION:

5. File 229–91–1. [Ballot Measure] Charter amendment (skeletal) adding Section 8.408 authorizing collective bargaining on wages, hours, benefits and other terms and conditions of City employment. (Supervisor Shelley)

   ACTION:

6. File 190–91–1. [Ballot Measure] Charter amendment (First Draft) amending Section 3.530–3 thereof, relating to the reclassification and status of Housing Police Officers. (Supervisor Gonzalez)

   ACTION: Tabled at July 15 hearing.

7. File 217–91–1. [Ballot Measure] Draft ordinance amending the Parking Tax by rescinding and prohibiting parking tax and that owners of parking lots pay $13 per month per stall and providing that there be a special rate to be paid for parking stalls used for special events and for parking stalls that are privately owned but do not generate revenue. (Supervisor Gonzalez)

   ACTION: Tabled at July 15 hearing.

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 19, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - recommendations

SUBJECT: July 22, 1991, Recessed Administration and Oversight Committee Meeting

Item 1 - File 217-91-1

NOTE: This item was tabled at the Administrative and Oversight Committee meeting of July 15, 1991.

Proposed Ballot Measure: Ordinance

Draft: Skeletal

Sections Affected: Part III of the City's Municipal Code

Description: The proposed ordinance would amend the City's Municipal Code by eliminating the existing Parking Tax percentage formula and replacing it with a $13 per parking stall per month fee. In addition, the proposed ordinance would establish a special rate to be paid for parking stalls used for special events and for parking stalls that are privately owned but do not generate revenue. As of the writing of this report, the proposed ordinance has not yet been drafted. As such, the definitions of special events and the privately owned stalls that do not generate revenue have not yet been established. In addition, the fees for the special event stalls and the privately owned non-revenue generating stalls have not yet been established. Mr. Jack Doherty of the City Attorney's Office reports that the draft of the proposed ordinance will be ready by July 15, 1991.

Comments:

1. According to Ms. Julie DiGregorio, representative of the Parking Industry, a study conducted by Twitchel Consultants reported that San Francisco currently has approximately 109,049 parking stalls in the downtown area and 80,000 parking stalls in the rest of the City for a total of approximately 190,000 parking stalls Citywide.

2. Mr. Tim Johnson of the Department of Parking and Traffic reports that DPT is unable to concur with the estimated 190,000 parking stalls in San Francisco. The Budget Analyst notes that the 190,000 estimate includes parking stalls located at gas stations, under the freeway, hotels and other parking areas that do not necessarily generate revenue. According to Mr. Bill Wycko of the Department of City Planning, there are approximately 50,000 parking stalls in the downtown area and 59,000 parking stalls in the rest of the City for a total of approximately 109,000 stalls Citywide. Mr. Richard Sullivan of the Tax Collector's Office reports that 109,000 is a reasonable estimate of the number of parking stalls in the City. Mr. Wycko advises that the 109,000 is only an estimate and that the Department of City Planning will be conducting a new survey of parking stalls sometime in August of 1991.

Effect on the Cost of Government:

1. As noted above in Comment No. 2, the 190,000 estimate of parking stalls in San Francisco includes non-revenue generating stalls. The exact number of these non-revenue generating stalls is not known.

2. Because the draft of the proposed ordinance has not been written, the Budget Analyst is not able to determine which non-revenue generating privately owned parking stalls would be included in the proposed ordinance.

3. Using the proposed $13 per month parking stall fee and the Parking Industry's estimated 190,000 parking stalls, the proposed ordinance would generate approximately $29,640,000 (excluding the special rates for parking stalls used for special events and for the privately owned non-revenue generating parking stalls). Using the Department of City Planning's estimate of 109,000 parking stalls, the proposed ordinance would generate approximately $17,004,000 (again, excluding the special rates for parking stalls used for special events and for the privately owned non-revenue generating parking stalls).

4. The City currently collects approximately $24 million annually, including $6 million allocated to the Senior Citizens Programs Fund, from the City's Parking Tax based on a 15 percent Parking Tax and a five percent Parking Tax Surcharge rate of parking fees charged at City-owned garages and privately owned garages. In addition, the Mayor's 1991-92 budget includes $5.5 million (11 months in fiscal year 1991-92) in revenue to be generated by increasing the City's Parking Tax Surcharge by five percent for a total of $29.5 million in revenue generated by the Parking Tax for fiscal year 1991-92. The ordinance proposing this additional five percent Parking Tax Surcharge increase is currently pending before the Finance Committee.

5. The proposed ordinance is based on a flat fee and does not include provisions for inflation. The current parking tax, which is based on a percent of the rate paid, automatically increases revenues to the City as rates or total parking revenues increase. Under the proposed ordinance, the Board of Supervisors would have to amend the ordinance to increase the parking stall rate.

6. According to Mr. Sullivan, the proposed ordinance does not take into account the various prices charged at different parking lots throughout the City or that no revenue is generated from some of these parking spaces. For example, one parking lot downtown may charge $1 for every 30 minutes or approximately $16 per day to park in one stall while a smaller lot in a more inconvenient location charges $4 for the entire day for one stall and another parking lot does not charge its customers for parking. Under the proposed ordinance, all of the parking lots would pay the same for each stall regardless of the amount of revenue the parking lot generates from the stalls. According to Mr. Sullivan, this could result in less parking revenues and less profits at the smaller, less expensive parking lots which, in turn, could decrease the amount of revenues which the City would be able to generate under the proposed fixed fee plan. In addition, the valet parking lots can accommodate more cars per square foot than the nonvalet parking lots, making it difficult to estimate the actual number of parking stalls.

7. The proposed parking stall fee is not a special tax and would be deposited to the City's General Fund. If this legislation were approved, it is anticipated that the Mayor and the Board of Supervisors would then appropriate a portion of these funds for use by the Commission on Aging to continue to provide services for senior citizens since presently, as previously noted, approximately $6 million from the City's Parking Tax is annually appropriated to the Senior Citizens Programs Fund.

Item 2 - File 218-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would amend Section 3.661 relating to the powers and duties of the Civil Service Commission.

Description: The proposed Charter Amendment would enable the Civil Service to promulgate and to implement rules pertaining to the use of performance evaluations, position classifications and departmental reorganizations.

According to Mr. A. Lee Munson of the Civil Service Commission, the current system encourages an excessive number of classifications and unnecessary departmental reorganizations as managers seek to gain additional flexibility in their staffing and hiring decisions. The Civil Service Commission also lacks the authority to freeze the excess wages associated with incorrectly classified positions. The proposed Amendment would eliminate the clause stating that allocation or reallocation of a position cannot adversely affect an incumbent and, therefore, would allow the Civil Service to freeze the salaries of employees whose positions are wrongly classified. Furthermore, Mr. Munson reports that a greater emphasis on performance evaluations would enhance and legitimize the promotional opportunities for existing employees and would enhance the City's efforts in recruiting well-qualified candidates. Mr. Munson states that the proposed Charter Amendment would assist in resolving these problems.

Comments:

1. According to Mr. Munson, City department heads do not use performance evaluations consistently. Mr. Munson states that greater flexibility in the use of performance evaluations would not only allow managers to differentiate employees on the quality of their work but would also motivate employees by giving them an incentive to excel. By placing a greater emphasis on the content and consistency of performance evaluations, the Commission is attempting to promote productive and self-motivated employees while also deterring the promotion of lackadaisical workers. He also reports that in a recent survey, approximately 30 departmental personnel officers responded that an improved candidate pool could reduce their permanent staff by 1 to 2 percent on average.

2. Mr. Munson states that in the short term, greater classification flexibility would enable the Commission to "red-circle" classifications where departments had actually down-graded the job requirements and to freeze the salary levels of those employees who are wrongly classified. According to the City Attorney's Office, the proposed Charter Amendment would give the Civil Service Commission the authority to freeze wages of incumbent employees who are classified at a higher level than their present jobs necessitate. If the Commission had the authority to freeze an employee's wages, it would maintain the existing salary level and would deny any annual increases until the sum of those annual increases combined with the base salary for the appropriate classification equals the current salary level. Once the employee has caught up to the current salary level for the classification which accurately reflects the job requirements, the Commission would lift the salary freeze.

3. The proposed Charter Amendment would also strengthen the Commission's ability to investigate and to respond to managerial infractions of Civil Service procedures, which are based on the premise of a merit system. Mr. Munson states that this proposed Amendment would give the Commission the authority to respond to employee grievances and, in extreme cases, to rescind improper appointments and to file charges of misconduct against the offending manager. The Commission would be able to subpoena witnesses and records relevant to its investigation.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

Mr. Munson states that the Commission does not anticipate that the proposed Charter Amendment will increase personnel costs over their present budgeted level because improvements in the eligible list structure will make department heads more amenable to reductions in the number of permanent position classifications.

Although the Commission has not conducted any detailed statistical research of the classification system at this time, Mr. Munson estimates that if even 50 positions within the City's 1,680 miscellaneous classifications are over-classified by 20 percent, the savings from freezing wages could total $500,000, on an annual basis.

Mr. Munson states that the Civil Service Commission is attempting to stimulate greater productivity from a smaller number of City employees through these reforms. According to Mr. Munson, the Civil Service Commission estimates from a survey of 30 departmental personnel officers that if departments are able to hire more qualified people from a broader candidate pool that is updated more frequently and to eliminate dismissed employees from the payroll more quickly, the City could reduce its permanent, classified positions by 1 to 2 percent. Therefore, with annual personnel expenditures of approximately $1.55 billion, the City could save $15.5 million to $31 million. Based on estimates made by Mr. Munson, approximately $300,000 of that $15.5 million to $31 million would be derived from the savings associated with the Charter Amendment of Section 8.341, relating to the removal and discharge of permanent employees (see Item 5, File 223-91-1 of this report).

The Controller's Office advises that the proposed amendment should not result in increased costs.

Item 3 - File 219-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Ballot Measure: Charter Amendment

Draft: First

Sections Affected: The proposed Charter Amendment would delete Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation, and would add new Section 8.320-1 incorporating the provisions of the above sections into the Civil Service Commission rules.

Description: Presently, the Civil Service Commission can only change a Charter Section applicable to their area of jurisdiction by obtaining a Charter Amendment. The adoption of this Charter Amendment would enable the Civil Service Commission to change its rules without the necessity of a Charter Amendment, after meeting and conferring with the employee organizations. According to Mr. A. Lee Munson of the Civil Service Commission, the current process is time-consuming and cumbersome and has prevented the Civil Service Commission from addressing its present operational and procedural inefficiencies. The proposed Charter Amendment would enable the Civil Service Commission to modify its existing rules without a Charter Amendment, after meeting with the appropriate employee organizations and conducting public hearings.

Analysis: 1. In response to the unsuccessful, large-scale Civil Service reform of the 1980's, the Civil Service Commission is attempting to initiate a gradual self-modernization. Mr. Munson states that the inclusion of specific Civil Service regulations in the City Charter is wholly inappropriate. The requirements of the Charter hamper all of the Civil Service procedures, causing lengthy delays and general dissatisfaction among the individuals involved. To change its standard operating procedures, the Civil Service Commission believes that it must have the capability to modify and to establish its own rules. According to Mr. Munson, the proposed system would be more efficient for and responsive to those individuals who are directly affected by the Commission's procedures.

2. Under the proposed Charter Amendment, the Commission would maintain the existing wording of the Sections. Although the Civil Service Commission would have complete control over the content of proposed rule changes, it would be accountable to the public and to employee representatives. When a rule change is proposed, the Commission would meet and confer with employee representatives and would hold public hearings to assess the level of support for and/or opposition to the proposed change. Neither the Mayor nor the Board of Supervisors would have an oversight role in the rule-making process. Mr. Munson believes that this type of administrative discretion is appropriate for the Commission because it has expert knowledge on these procedural issues.

3. If this Charter Amendment is approved, Mr. Munson states that the Civil Service Commission plans to develop a candidate pool based on a continuous list structure, a system currently used by the nine largest cities and counties in California. Because of the Charter Section regarding duration of lists (Section 8.330), the Civil Service Commission cannot institute a continuous list system. Presently, the Civil Service Commission offers 375 exams annually. From those exams, the Commission develops eligible lists, each with a four-year duration, containing three possible candidates. According to Mr. Munson, department managers will not select employees from old lists. To avoid hiring the last candidate, managers allow the list to expire, and in the interim, hire individuals on a temporary basis. The proposed system of continuous lists would enable the Commission to update the lists continually with those candidates who scored the highest on the most recent test date. Mr. Munson states that by offering the most qualified candidate pool to department heads, this system will increase productivity. Departments will require fewer of these more productive and motivated employees to accomplish the same quantity of work.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments before such Charter Amendments are referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

If the proposed Charter Amendment is passed, the Civil Service Commission will determine its own rules and regulations with the input of employee representatives and the public. According to Mr. Munson, the Commission does not anticipate any additional costs to be associated with these procedures. The input of the public and employee representatives would become a part of the Commission's regular agenda, occurring during the normal meeting times. Mr. Munson said that the Commission would allocate a greater portion of the meeting time for procedural matters and, therefore, would not incur any additional hearing expenses.

The Controller's Office advises that the proposed amendment should not affect the cost of government.

Item 4 - File 220-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter amendment would amend Section 8.329 relating to the certification of eligible candidates.

Description: The proposed Charter amendment would change Section 8.329 relating to the "Rule of Three." Presently, when a City department requests the filling of a Civil Service position, the Civil Service Commission certifies the three highest ranking candidates on the list to be considered for the vacant position. If more than three candidates are eligible to be considered because of identical examination scores, Civil Service must break the tie using a lottery procedure.

The proposed Charter amendment would allow a minimum of all candidates with the three highest examination scores to be certified and considered for the vacant position, thereby eliminating the use of a lottery procedure.

Comments: 1. San Francisco changed from the Rule of One candidate to the Rule of Three candidates in the mid-1970's. According to Mr. A. Lee Munson of the Civil Service Commission, San Francisco still has the most restrictive certification standards of the nine largest California cities and counties recently surveyed. The Civil Service Commission is proposing a Charter Amendment that would allow the certification of a minimum of those candidates with the three highest scores.

2. According to Mr. Munson , a broader candidate pool will offer managers more flexibility in their hiring decisions. Mr. Munson added that the flexibility derived from a larger candidate pool does not mean that departments will have an opportunity to discriminate, as many employee representatives suspect. Mr. Munson said that the Commission plans to institute a reporting mechanism in the near future to monitor the racial, ethnic and gender composition of new departmental employees. To ensure that no pattern of discrimination exists, the Commission would compare a department's selection to the candidates on the eligible list.

3. According to Mr. Munson, the Commission believes that a broader candidate selection pool will deter departments from adding unnecessary classifications or hiring temporary employees rather than permanently filling their vacancies. Mr. Munson states that increasing the number of eligibles certified for a vacant position would reduce the City's overall number of classifications.

4. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

5. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

Mr. Munson stated that the Civil Service Commission does not anticipate any additional costs associated with changing the rule of three candidates to the rule of three highest scores.

The Controller's Office advises that the proposed Charter Amendment would not effect the cost of government.

Item 5 - File 223-91-1

Note: This item was continued from the Administration and Oversight Committee's meeting of July 9, 1991.

Proposed Action: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would amend Section 8.341 relating to the removal or discharge of permanent employees.

Description: The proposed Charter Amendment would change Section 8.341 to allow the City to terminate employees and provide appeal rights to terminated employees in the form of a post-termination grievance procedure. Presently, the City must keep permanent employees charged with dismissal on the payroll until a proceeding before a hearing officer is held.

The proposed Charter Amendment would allow the appointing officer, or designee, to terminate the employee or place the employee on unpaid administrative leave, and allow dismissed employees to arbitrate the initial decision of discharge or suspension. If the decision reaches arbitration, the hearing officer has the authority to affirm or reverse the previous decision of termination. The proposed Amendment also allows the hearing officer to order back-payment of salary for the period in which the employee was discharged or removed and to expunge the personnel record of the employee.

Comments: 1. Mr. A. Lee Munson of the Civil Service Commission estimates that the average salary level, including benefits, for a City employee is $40,000 per year. Currently, approximately 90 dismissal proceedings are conducted each year. In most cases, a hearing officer makes a decision within thirty days of the charges being filed, and usually, the hearing officer's decision removes the employee from the City payroll. However, because of delays in the dismissal proceedings, the entire process may exceed thirty days. According to Civil Service, that dismissal process lasts an average of six weeks. According to Mr. Munson, the proposed Charter Amendment would remove discharged employees from the City payroll immediately following the Department appointing officer's decision. Termination of the employee from the payroll could be made within two weeks. Assuming an acceleration of the dismissal process by four weeks, Civil Service estimates that this proposed change could save the City approximately $300,000, annually.

2. It should be noted that the Mayor's Office and the Employee Relations Division are presently negotiating with the employee groups to place a collective bargaining agreement and related Charter Amendments on the November, 1991 ballot. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the Unions and the City. Once completed, the final Memorandum of Agreement will be submitted to the Board of Supervisors for ratification.

3. The proposed collective bargaining Memorandum of Agreement also includes a clause that requires the Service Employees International Union (SEIU) and the Civil Service Commission to mutually agree on the proposed Civil Service Charter Amendments referred to the Board of Supervisors. However, Mr. John Holtzman of the City Attorney's Office does not agree with this requirement, and as of the writing of this report, this issue has not yet been resolved with the SEIU. Mr. Holtzman further states that irrespective of the Civil Service clause in the draft Memorandum of Agreement, the Board of Supervisors has the power to consider any proposed Charter Amendment submitted by the Civil Service Commission. As of the writing of this report, Civil Service is still in meet and confer sessions with the various employee organizations on the proposed Charter Amendments.

Effect on the Cost of Government:

As noted above in Comment No. 1, this proposed Charter Amendment could result in a potential savings of $300,000 per year.

The Controller's Office advises that the proposed Charter Amendment would result in no significant additional costs to the City.

Item 6 - File 229-91-1

NOTE: The Budget Analyst has been advised that the proposed Charter Amendment may change significantly, pending the outcome of meet and confer sessions with the employee unions. According to Ms. Maggie Jacobsen of the Mayor's Employee Relations Division, such changes may include the combining of this proposed Charter Amendment with a proposed Charter Amendment presently not on the calendar, which would add Section 8.409 relating to the wage freeze and other collective bargaining issues. As of the writing of this report, due to the continuing meet and confer sessions, the Budget Analyst has not received any documentation of such changes. The following report represents information provided to the Budget Analyst prior to July 11, 1991, for the Special Administrative and Oversight Committee meeting of July 15, 1991.

Proposed Action: Charter Amendment

Draft: Skeletal

Section Affected: The proposed Charter Amendment would add Section 8.408 authorizing collective bargaining on wages, hours, benefits and other terms and conditions of City employment.

Description: The Mayor's Office, including its Employee Relations Division, and the employee unions are presently negotiating Memoranda of Agreement in exchange for the previously imposed freeze on the Salary Standardization provisions of Charter Sections 8.401 and 8.407 for FY 1991-92. A draft of the Memorandum of Agreement with the SEIU, dated June 10, 1991, provided for the placement of specific Charter Amendments regarding collective bargaining on the November 5, 1991 ballot. This proposed Charter Amendment would add Section 8.408 to provide for collective bargaining. According to Ms. Maggie Jacobsen of the Employee Relations Division, the specific details of the final collective bargaining Memorandum of Agreement have yet to be agreed upon by the various employee unions and the City. Once completed, the final Memorandum of Agreement and corresponding draft Charter Amendments will be submitted to the Board of Supervisors for approval.

Comments:

1. In addition to the above proposed Charter Amendment, the Memorandum of Agreement between the employee unions and the City presently provides for the extension of the existing Pay Equity Agreement between the City and the SEIU Joint Council for another two years. According to Mr. John Madden of the Controller's Office, extension of Pay Equity would result in an increase in costs to the City of roughly $16 million over two years.

2. The draft Memorandum of Agreement provides that the City cannot layoff any permanent represented employees for FY 1991-92. The Mayor's Budget as submitted to the Board of Supervisors includes the elimination of a number of filled positions. Based on the draft Memorandum of Agreement, these positions would have to remain funded.

3. The draft Memorandum of Agreement also provides that the City implement a family dental coverage for all City employees represented by SEIU. According to Mr. Madden, the family dental coverage would cost the City roughly between $13 million and $15 million, annually.

Effect on the Cost of Government:

Mr. Madden advises that, as of the writing of this report, because the outcome of the collective bargaining agreement has not yet been determined, the Controller is unable to certify the potential costs to government, if any, of the proposed Charter Amendment.

Item 7 - File 190-91-1

NOTE: This item was tabled at the Administrative and Oversight Committee meeting of July 15, 1991.

Proposed Ballot Measure: Charter Amendment

Draft: First

Section Affected: The proposed Charter Amendment would reclassify the Position of 8222 Housing Police Officer with peace officer status and authority pursuant to California Penal Code Section 830.1 and permit these officers to participate in the Sergeant's promotional examination, subject them to discipline under Section 8.343 of the San Francisco Charter and allow determination of their working conditions under Section 8.590 et seq of the San Francisco Charter. Section 8.590 describes arbitration for wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers.

Description: The 8222 Housing Police Officers were transferred from the San Francisco Housing Authority to the Police Department in 1983 by Charter Section 3.530-3. The Police Department reports that the 8222 Housing Police Officers have been performing similar duties as Q2 Police Officers since 1983.

If the San Francisco Police Commission creates a new Police Officer classification, the Commission shall have the authority to grant Housing Police Officers employed by the City and County of San Francisco as of January 1, 1992 status to the new classification provided that the individuals comply with each of the State mandated requirements for full peace officer status and provided further that the new classification shall perform a significant portion of the duties and responsibilities of Police Officers of the City and County of San Francisco.

Employees granted status to the new classification shall be subject to the same terms and conditions of employment as Police Officers of the City and County of San Francisco, and if otherwise qualified, shall be eligible to participate in the Civil Service examination for the Q50 Police Sergeant classification.

Comments: 1. Ms. Vicki Clayton of the City Attorney's Office reports that Q2 Police Officers are subject to an examination, background investigation, and polygraph test. The Police Department reports that the proposed new classification to replace the current classification of the 8222 Housing Police Officers would not be subject to these requirements.

2. The Police Commission approved the new classification for 8222 Housing Police Officers at its July 10, 1991 meeting. However, the new classification has not yet been approved by the Civil Service Commission. According to Mr. Monte Mansir of the Civil Service Commission, the creation of the new Housing Police Officer classification could be accomplished by the approval of the Police Commission and the Civil Service Commission without amending the City Charter.

3. Lt. Ed Pecinovsky of the Police Department reports that the Police Department intends to phase out the 8222 Housing Police Officers through attrition, and replace existing 8222 Housing Police Officers directly with Q2 Police Officers.

Effect on the Cost of Government:

Captain Tony Ribera of the Police Department reports that there are currently 14 8222 Housing Police Officers, which earn between $35,209 and $42,647 annually for an annual total of approximately $492,925 to $597,058. The salary range for a Q2 Police Officer is between $37,976 and $43,979 annually for an annual total of approximately $531,664 to $615,706 for 14 positions. Therefore, the increase in salaries would result in approximately $18,648 to $38,739 in additional costs to the City.

Ms. Clare Murphy of the Employees Retirement System reports that the 8222 Housing Police Officers currently are members of the State Public Employees Retirement System (PERS) and the City did not make a contribution to PERS for these employees during FY 1990-91 because the aggregate total in San Francisco's PERS Account for all safety employees with PERS, based upon previous contributions, was enough to cover retirement benefits for the 8222 Housing Police Officers. However, Ms. Murphy also reports that the City may have to make a contribution to PERS for these employees during FY 1991-92 given the proposed State reduction of $1.6 billion from PERS in the State's FY 1991-92 budget. Ms. Murphy notes that the possible impact on San Francisco from the proposed State reduction of PERS has not yet been determined. Ms. Murphy indicates that the Employees Retirement System has not been asked to determine whether the proposed newly classified 8222 Housing Police Officers would be subject to the 67 percent retirement contribution rate which the City must currently expend for Q2 Police Officers. If the 14 8222 Housing Police Officers were subject to the 67 percent retirement contribution

rate, this could result in approximately $356,215 to $412,523 in additional annual costs to the City.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, July 23, 1991 – 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: GREG HOBSON

1. File 92-90-25. Consideration of appointment of members to the Adult Day Health Care Planning Council, Inez McLaren (Age group), and William H. Pryor (Age group), terms expired, September 30, 1990, for the three-year terms ending September 30, 1993. (Clerk of the Board)

   Applicants: Joseph Mignola, Jr.

   ACTION:

2. File 89-91-10. [State Disability Insurance] Resolution authorizing enrollment of Classifications 7251 Track Maintenance Worker Supervisor I, and 7283 Track Maintenance Superintendent, Municipal Railway in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

3. File 89-91-11. [State Disability Insurance] Resolution authorizing enrollment of Classification 1835 Administrative Assistant to members of the Board of Supervisors in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

4. File 89-91-12. [State Disability Insurance] Resolution authorizing enrollment of Classifications 3566 Executive Secretary, Museums and 8104 Victim Witness Technician in the State Disability insurance Program. (Employee Relations Division)

   ACTION:

5. File 98-91-1. Motion directing the preparation of requests for competitive proposals to perform fiscal analysis, budget review, operational audits, and special projects beginning January 1, 1992. (Clerk of the Board)

   ACTION:

CLOSED SESSION

6. File 45-91-32. Hearing to consider pending litigation of Associated General Contractors v. San Francisco. (City Attorney) (U.S. District Court No. C84-6899)

   ACTION:

7. File 45-91-39. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Escapade, Inc. against the City and County of San Francisco by payment of $47,000. (City Attorney) (Superior Court No. 904-358)

   ACTION:

8. File 45-91-40. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Louisa Hendrix against the City and County of San Francisco by payment of $387,500. (City Attorney) (Superior Court No. 883-674)

   ACTION:

9. File 45-91-41. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Sonni M. Glasner against the City and County by payment of $15,000. (Superior Court No. 874-151)

   ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

HEARING NOTICE

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, August 13, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-90-39. Consideration of appointment of members to the Park and Open Space Advisory Committee, vice Harvey Louie, (nominee of Supervisor Gonzalez), term expired July 15, 1991 for the two-year term ending July 15, 1993. (Clerk of the Board)

   Applicant: Mauricio Aviles (Gonzalez/Sierra Club)

   ACTION:

2. File 89-91-9. [State Disability Insurance] Authorizing enrollment of classifications 0174 Attorney, Civil and Criminal, 2786 General Services Manager and 8264 Forensic Document Examiner in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

3. File 89-91-13. [State Disability Insurance] Resolution authorizing enrollment of Classification 0591 Superior Court Clerk in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

4. File 89-91-14. [State Disability Insurance] Resolution authorizing enrollment of Classifications 1710 Phonographic Reporter and 0818 MIS Specialist II in the State Disability Insurance Program. (Employee Relations Division)

   ACTION:

5. File 98-91-1. Motion directing the preparation of requests for competitive proposals to perform fiscal analysis, budget review, operational audits, and special projects beginning January 1, 1992. (Clerk of the Board)
   (Continued from July 23)

   ACTION:

6. File 60-90-1.1. [Ballot Argument] Ballot argument concerning referendum petition relating to vacancy rent control ordinance. (Supervisor Ward)

   ACTION:

7. File 60-91-2.1. [Ballot Argument] Ballet argument in favor of the Phelan Loop Senior Housing Rezoning. (Supervisor Ward)

   ACTION:

8. File 190-91-2. [Ballot Argument] Proponent's argument in favor of charter amendment concerning housing authority police. (Supervisor Gonzalez)

ACTION:

9. File 219-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning civil service exams. (Supervisor Hallinan)

ACTION:

10. File 220-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning certification of eligibles. (Supervisor Hallinan)

11. File 223-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning discharge of permanent employees. (Supervisor Hallinan)

ACTION:

12. File 225-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning appointment of youth to city advisory boards and commissions. (Supervisor Hallinan)

ACTION:

13. File 228-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning military reservists pay. (Supervisor Maher presented.) Referred to Administration and Oversight Committee.

ACTION:

14. File 229-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning collective bargaining. (Supervisor Shelley)

ACTION:

15. File 239-91-2. [Ballet Argument] Proponent's argument in favor of charter amendment concerning early service retirement. (Supervisor Hsieh)

ACTION:

16. File 60-91-4.1. Hearing to consider submitting ballot argument concerning initiative charter amendment relating to children's fund. (Supervisor Ward)

ACTION:

17. File 60-91-5.1. Hearing to consider submitting ballot argument concerning initiative charter amendment relating to banning deputy mayors. (Supervisor Ward)

ACTION:

18. File 60-91-6. Hearing to consider submitting ballot argument concerning policy statement relating to the military budget. (Supervisor Ward)

ACTION:

19. File 60-91-7. Hearing to consider submitting ballot argument concerning initiative petition relating to repeal of the domestic partners ordinance. (Supervisor Ward)

ACTION:

20. File 60-91-8. Hearing to consider submitting ballot argument concerning initiative petition relating to first amendment policy. (Supervisor Ward)

ACTION:

21. File 60-91-9. Hearing to consider submitting ballot argument concerning initiative petition relating to hemp (marijuana) medical preparations policy. (Supervisor Ward)

ACTION:

22. File 60-91-10. Hearing to consider submitting ballot arguments on ballot propositions which may be submitted for the November 5, 1991 election. (Supervisor Ward)

ACTION:

23. File 104-91-1. [Staff Report] Hearing to consider Civil Service Staff Report No. 2215-91; certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1991-92. (Civil Service Commission)

ACTION:

CLOSED SESSION

24. File 45-91-42. Ordinance authorizing settlement of litigation of Jeffrey Charles and Bernard Charles against the City and County by payment of $25,000. (City Attorney) (Superior Court No. 901-492).

ACTION:

25. File 45-91-43. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Mario Gonzalez against the City and County by payment of $11,000. (City Attorney) (Municipal Court No. 032-976)

ACTION:

26. File 45-91-44. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Oscar Chulo against the City and County by payment of $11,500. (City Attorney) (Superior Court No. 922-122)

ACTION:

27. File 46-91-9. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Raymond A. Koenig v. Southern Pacific Transportation Company, et al., upon receipt of the sum of $12,500 and dismissal of complaint. (City Attorney) (Superior Court No. 896300)

ACTION:

28. File 46-91-10. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Martha Rosales v. American Ambuvan Services., Inc., et al., upon receipt of the sum of $20,000 and dismissal of complaint. (City Attorney) (Superior Court No. 903-357)

ACTION:

BOARD OF SUPERVISORS
ADMINISTRATION AND OVERSIGHT COMMITTEE
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT NOTICE

ADDENDUM
CALENDAR
MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, August 13, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

CLOSED SESSION

29. File 45-91-45. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of United Public Employees, Local 790, AFL-CIO against the City and County of San Francisco by payment of thirty-five thousand dollars ($35,000). (City Attorney) (Superior Court No 927-223)

ACTION:

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 8, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst -Recommendations

SUBJECT: August 13, 1991 Administration and Oversight Committee Meeting

Items 2 - Files 89-91-9

1. The proposed resolution would authorize employees in various classifications to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following three classifications which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution.

Position	Classification	Number of Employees
0174	Attorney, Civil and Criminal	4
2786	General Services Manager	3
8264	Forensic Document Examiner	1

4. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by the majority of the employees in the 0174 Attorney, Civil and Criminal, 2786 General Services Manager and 8264 Forensic Document Examiner classifications.

Recommendation

Approve the proposed resolution.

Item 3 - File 89-91-13

1. The proposed resolution would authorize enrollment of classification 0591 Superior Court Clerk in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Superior Court which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

Position	Classification	Number of Employees
0591	Superior Court Clerk	1

4. The Employee Relations Division (ERD) reports that it has received a letter requesting coverage signed by the sole employee in the 0591 Superior Court Clerk classification.

Comment

The proposed authorization of SDI coverage for the 0591 Superior Court Clerk classification is necessary in order to continue such SDI coverage for four 8113 Court Clerk positions in the County Clerk budget that are being transferred to the 0591 Superior Court Clerk personnel classification. (The Superior Court personnel classification system is outside the Civil Service system.) The four employees will continue performing the same duties at the same pay rates. One employee was transferred on July 1, 1991, and the remaining three will be transferred on October 1, 1991. The four new 0591 Superior Court Clerk positions will be submitted for classification in the 1992-93 budget request. All four employees have requested SDI coverage in the 0591 Superior Court Clerk classification. Ms. Jean Smith of ERD explains that a majority of the current employees (only one employee at present) in the classification must request SDI coverage and that any other employees appointed to that classification in the future will automatically have SDI coverage if the proposed legislation passes.

Recommendation

Approve the proposed resolution.

Item 4 - Files 89-91-14

1. The proposed resolution would authorize enrollment of classifications 0710 Phonographic Reporter and 0818 Management Information Systems (MIS) Specialist II in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classifications in the Superior Court which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

Position	Classification	Number of Employees
0710	Phonographic Reporter	45
0818	MIS Specialist II	1

4. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by the sole employee in the 0818 MIS Specialist II classification and by a majority of employees in the 0710 Phonographic Reporter classification.

5. The title of the proposed resolution incorrectly lists classification 0710 Phonographic Reporter as 1710 Phonographic Reporter. Therefore, the title of the proposed resolution should be amended to reflect classification 0710 Phonographic Reporter.

Recommendation

Amend the title of the proposed resolution to include classification 0710 Phonographic Reporter instead of classification 1710 Phonographic Reporter. Approve the proposed resolution as amended.

Item 23 - File 104-91-1

1. This item is a hearing to consider Civil Service Staff's Report No. 2215-91, which is a certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1991-92.

2. Charter Section 8.404 provides that the Board of Supervisors fix a wage schedule for each classification of platform employees and coach and bus operators of the Municipal Railway (MUNI), which does not exceed the average of the two highest rates found in the Civil Service survey of wage rates paid to transit operators in municipalities with a population of not less than 500,000 and normally employing not less than 400 operators. (See attachment for the results of this survey). In prior years, this Charter Section has been approved by the Board of Supervisors to provide that the wages for MUNI platform operators are set at the average of the two highest rates found in the survey.

3. The current basic hourly rate for Transit Operators employed by MUNI is $17.55 per hour. The MUNI Operator Memorandum of Understanding (MOU) for 1991-92 indicates that the effective hourly rate will remain $17.55 through June 30, 1992 because the MUNI operators have agreed to a wage freeze. City Miscellaneous employees are also under a wage freeze for 1991-92. Therefore, according to Mr. George Newkirk of MUNI, the earliest any wage increase could take affect is July 1, 1992 after the MOU is renegotiated.

4. The Civil Service survey of transit districts found that the highest transit wages are paid by the Santa Clara County Transit District ($17.53 per hour effective July 1, 1991 and $18.41 per hour effective March 2, 1992), and the Washington Metropolitan Area Transit Authority in Washington, D.C. ($17.64 per hour effective July 1, 1991). The current average of the wages paid by these two districts is $17.585 per hour effective July 1, 1991, and $18.025 per hour effective March 2, 1992. This represents an increase of $.035 or approximately a .2 percent over the current hourly rate of $17.55 as of July 1, 1991, and an additional increase of $.44, from $17.585 to $18.025, or approximately a 2.5 percent additional increase effective March 2, 1992. If the same percentage increase of .2 percent and an additional 2.5 percent were applied to the current trainees' basic rate of $11.06 per hour, the new trainees' basic hourly rate would be $11.08 and $11.36 effective March 2, 1992. As noted above, MUNI Operators have agreed to a wage freeze for 1991-92, so the hourly rate will remain at $17.55, and the trainees' rate will remain at $11.06.

5. Section 8.404(f) of the Charter also provides for the establishment of a Trust Fund for MUNI Operators for vacation, retirement and health service benefits. The 1991-92 MUNI budget includes a $10.5 million allocation for the Trust Fund. However, the Budget Analyst notes that the MUNI Operator MOU for 1991-92, which is subject to approval by the Board of Supervisors, provides for a contribution to the Trust Fund for $11,105,000, a difference of $605,000 from the budgeted amount for 1991-92. Mr. John Madden of the Controller's Office reports that the source of funds for the $605,000 has not yet been identified.

6. Mr. Will Taylor of the Public Utilities Commission (PUC) reports that MUNI has a total of $84,249,300 budgeted for MUNI Operator salaries in FY 1991-92, which is approximately 4,800,530 hours at the current hourly rate of $17.55. Mr. Taylor explains that the 4,800,530 hours budgeted for FY 1991-92 includes an adjustment for overtime and pay premiums. If MUNI Operator wage rates would have increased to $17.585 on July 1, 1991, and $18.025 effective March 2, 1992, then this would have resulted in approximately $816,000 in additional costs to the City for FY 1991-92.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

TRANSIT OPERATOR SURVEY
JULY 1, 1991

CITY	OPERATORS	TRANSIT COMPANY	HR. RATE
SAN JOSE, CA	1004	SANTA CLARA COUNTY TRANSIT DISTRICT	17.53
		effective 3/2/92	18.41
WASHINGTON, DC	2631	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	17.64
BOSTON, MA	1294	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	17.57
NEW YORK, NY	8000	NEW YORK CITY TRANSIT AUTHORITY	16.61
LOS ANGELES, CA	6000	SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT	16.48
CHICAGO, IL	5092	CHICAGO TRANSIT AUTHORITY	15.90
SEATTLE, WA	1236	MUNICIPALITY OF METROPOLITAN SEATTLE	15.45
BALTIMORE, MD	1209	MARYLAND MASS TRANSIT ADMINISTRATION	14.78
CLEVELAND, OH	1200	GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	14.50
SAN DIEGO, CA	580	SAN DIEGO TRANSIT CORPORATION	14.42
COLUMBUS, OH	418	CENTRAL OHIO TRANSIT AUTHORITY	14.14
MILWAUKEE, WI	915	MILWAUKEE COUNTY TRANSIT SYSTEM	14.14
PHILADELPHIA, PA	2500	SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTH	13.79
HOUSTON, TX	1447	METROPOLITAN TRANSIT AUTHORITY	12.70
DETROIT, MI	1200	DETROIT DEPARTMENT OF TRANSPORTATION	12.61
PHOENIX, AZ	450	PHOENIX TRANSIT SYSTEM	12.50
DALLAS, TX	750	DALLAS AREA RAPID TRANSIT SYSTEM	11.78
SAN ANTONIO, TX	598	VIA METROPOLITAN TRANSIT	11.07

TRANSIT WK1
7/25/91

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

July 23, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - recommendations

SUBJECT: July 23, 1991 Administration and Oversight Committee Meeting

Items 2, 3 and 4 - Files 89-91-10, 89-91-11, 89-91-12

1. The proposed resolutions would authorize employees in various classifications to enroll in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following two classifications in the Municipal Railway (Muni) which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under Resolution 89-91-10:

Position	Classification	Number of Employees
7251	Truck Maintenance Worker Supervisor I	9
7283	Track Maintenance Superintendent	2

4. The following classification in the Office of the Board of Supervisors which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under Resolution 89-91-11:

Position	Classification	Number of Employees
1835	Administrative Assistant to Members of the Board of Supervisors	11

5. The following two classifications in the Fine Arts Museum and District Attorney's Office which are not represented by a bargaining unit would be authorized to enroll in the State Disability Program under Resolution 89-91-12:

Position	Classification	Number of Employees
3566	Executive Secretary, Museums	1
8104	Victim Witness Technician	4

6. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by a majority of the employees in the 7251 Truck Maintenance Worker Supervisor I, 7283 Track Maintenance Superintendent, 1835 Administrative Assistant to Members of the Board of Supervisors, 3566 Executive Secretary, Museums, and 8104 Victim Witness Technician classifications.

Recommendation

Approve the proposed resolutions.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

SPECIAL MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

FRIDAY, August 23, 1991 - 10:00 A.M. ROOM 228, CITY HALL

PRESENT: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 239-91-3. Hearing to consider rebuttal ballot argument concerning Proposition A, early retirement.

   ACTION:

2. File 229-91-3. Hearing to consider rebuttal ballot argument concerning Proposition B, collective bargaining.

   ACTION:

3. File 219-91-3. Hearing to consider rebuttal ballot argument concerning Proposition C, civil service rules.

   ACTION:

4. File 220-91-3. Hearing to consider rebuttal ballot argument concerning Proposition D, certification of eligibles.

   ACTION:

5. File 223-91-3. Hearing to consider rebuttal ballot argument concerning Proposition E, employee discharge.

   ACTION:

6. File 228-91-3. Hearing to consider rebuttal ballot argument concerning Proposition F, military reservists.

   ACTION:

7. File 190-91-3. Hearing to consider rebuttal ballot argument concerning Proposition G, housing authority police.

   ACTION:

8. File 225-91-3. Hearing to consider rebuttal ballot argument concerning Proposition I, under 18 appointments.

   ACTION:

9. File 60-91-7.1. Hearing to consider rebuttal ballot argument concerning Proposition K, domestic partners repeal.

   ACTION:

10. File 60-91-2.2. Hearing to consider rebuttal ballot argument concerning Proposition L, phelan avenue use.

ACTION:

11. File 60-91-1.2. Hearing to consider rebuttal ballot argument concerning Proposition M, vacancy control.

ACTION:

12. File 60-91-6.1 Hearing to consider rebuttal ballot argument concerning Proposition Q, federal budget priorities.

ACTION:

13. File 93-91-3. [Memorandum of Understanding] Resolution ratifying wage freeze memorandum of understanding with service employees international union locals 250, 535, & 790. (Supervisor Shelley)

ACTION:

14. File 93-91-4. [Memorandum of Understanding] Resolution ratifying Memorandum of Understanding with Glazers, Architectural Metal and Glass Workers Local Union No. 718. (Employee Relations Division)

ACTION:

15. File 93-91-5. [Memorandum of Understanding] Resolution ratifying wage freeze memorandum of understanding with stationary Engineers, Local 39. (Supervisor Gonzalez)

ACTION:

16. File 93-91-6. [Memorandum of Understanding] Resolution ratifying wage freeze memorandum of understanding with Automotive Machinists Union, No. 1305. (Supervisor Gonzalez)

ACTION:

17. File 93-91-7. [Memorandum of Understanding] Resolution ratifying wage freeze memorandum of understanding with Laborers, Local 261. (Supervisor Gonzalez)

ACTION:

18. File 93-91-8. [Memorandum of Understanding] Resolution ratifying extension of 1989-91 Memorandum of Understanding with Transport Workers Union Local 250-A (for 7410 Automotive Service Workers). (Supervisor Gonzalez)

ACTION:

19. File 93-91-9. [Memorandum of Understanding] Resolution ratifying extension of 1989-1991 Memorandum of Understanding with Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200. (Supervisor Gonzalez)

    ACTION:

20. File 93-91-10. [Memorandum of Understanding] Resolution ratifying extension of 1989-91 Memorandum of Understanding with Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A (for 9163 Transit Operators). (Supervisor Gonzalez)

    ACTION:

21. File 104-91-1. [Staff Report] Hearing to consider Civil Service Staff Report No. 2215-91; certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1991-92. (Civil Service Commission)

    ACTION:

22. File 93-91-11. [Memorandum of Understanding] Resolution ratifying an extension of the July 1, 1990-June 30, 1991 Memorandum of Understanding with Plumbers, Local 38 through June 30, 1992. (Employee Relations Division)

    ACTION:

ISTRATION AND OVERSIGHT COMMITTEE
OF SUPERVISORS
235, CITY HALL
RANCISCO, CA. 94102

TANT NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 21, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: August 23, 1991 Special Administration and Oversight Committee Meeting

Item 21 - File 104-91-1

Note: This item was continued by the Administration and Oversight Committee at its meeting of August 13, 1991.

1. This item is a hearing to consider Civil Service Staff's Report No. 2215-91, which is a certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1991-92.

2. Charter Section 8.404 provides that the Board of Supervisors fix a wage schedule for each classification of platform employees and coach and bus operators of the Municipal Railway (MUNI), which does not exceed the average of the two highest rates found in the Civil Service survey of wage rates paid to transit operators in municipalities with a population of not less than 500,000 and normally employing not less than 400 operators. (See attachment for the results of this survey). In prior years, this Charter Section has been approved by the Board of Supervisors to provide that the wages for MUNI platform operators are set at the average of the two highest rates found in the survey.

3. The current basic hourly rate for Transit Operators employed by MUNI is $17.55 per hour. The MUNI Operator Memorandum of Understanding (MOU) for 1991-92 indicates that the effective hourly rate will remain $17.55 through June 30, 1992 because the MUNI operators have agreed to a wage freeze. City Miscellaneous employees are also under a wage freeze for 1991-92. Therefore, according to Mr. George Newkirk of MUNI, the earliest any wage increase could take affect is July 1, 1992 after the MOU is renegotiated.

4. The Civil Service survey of transit districts found that the highest transit wages are paid by the Santa Clara County Transit District ($17.53 per hour effective July 1, 1991 and $18.41 per hour effective March 2, 1992), and the Washington Metropolitan Area Transit Authority in Washington, D.C. ($17.64 per hour effective July 1, 1991). The current average of the wages paid by these two districts is $17.585 per hour effective July 1, 1991, and $18.025 per hour effective March 2, 1992. This represents an increase of $.035 or approximately a .2 percent over the current hourly rate of $17.55 as of July 1, 1991, and an additional increase of $.44, from $17.585 to $18.025, or approximately a 2.5 percent additional increase effective March 2, 1992. If the same percentage increase of .2 percent and an additional 2.5 percent were applied to the current trainees' basic rate of $11.06 per hour, the new trainees' basic hourly rate would be $11.08 and $11.36 effective March 2, 1992. As noted above, MUNI Operators have agreed to a wage freeze for 1991-92, so the hourly rate will remain at $17.55, and the trainees' rate will remain at $11.06.

5. Section 8.404(f) of the Charter also provides for the establishment of a Trust Fund for MUNI Operators for vacation, retirement and health service benefits. The 1991-92 MUNI budget includes a $10.5 million allocation for the Trust Fund. However, the Budget Analyst notes that the MUNI Operator MOU for 1991-92, which is subject to approval by the Board of Supervisors, provides for a contribution to the Trust Fund for $11,105,000, a difference of $605,000 from the budgeted amount for 1991-92. Mr. John Madden of the Controller's Office reports that the source of funds for the $605,000 has not yet been identified.

6. Mr. Will Taylor of the Public Utilities Commission (PUC) reports that MUNI has a total of $84,249,300 budgeted for MUNI Operator salaries in FY 1991-92, which is approximately 4,800,530 hours at the current hourly rate of $17.55. Mr. Taylor explains that the 4,800,530 hours budgeted for FY 1991-92 includes an adjustment for overtime and pay premiums. If MUNI Operator wage rates would have increased to $17.585 on July 1, 1991, and $18.025 effective March 2, 1992, then this would have resulted in approximately $816,000 in additional costs to the City for FY 1991-92.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

TRANSIT OPERATOR SURVEY
JULY 1, 1991

CITY	OPERATORS	TRANSIT COMPANY	HR. RATE
AN JOSE, CA	1004	SANTA CLARA COUNTY TRANSIT DISTRICT	17.53
		effective 3/2/92	18.41
'ASHINGTON, DC	2631	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY	17.64
OSTON, MA	1294	MASSACHUSETTS BAY TRANSPORTATION AUTHORITY	17.57
EW YORK, NY	8000	NEW YORK CITY TRANSIT AUTHORITY	16.61
OS ANGELES, CA	6000	SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT	16.48
HICAGO, IL	5092	CHICAGO TRANSIT AUTHORITY	15.90
EATTLE, WA	1236	MUNICIPALITY OF METROPOLITAN SEATTLE	15.45
ALTIMORE, MD	1209	MARYLAND MASS TRANSIT ADMINISTRATION	14.78
LEVELAND, OH	1200	GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY	14.50
AN DIEGO, CA	580	SAN DIEGO TRANSIT CORPORATION	14.42
OLUMBUS, OH	418	CENTRAL OHIO TRANSIT AUTHORITY	14.14
ILWAUKEE, WI	915	MILWAUKEE COUNTY TRANSIT SYSTEM	14.14
HILADELPHIA, PA	2500	SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTH	13.79
OUSTON, TX	1447	METROPOLITAN TRANSIT AUTHORITY	12.70
ETROIT, MI	1200	DETROIT DEPARTMENT OF TRANSPORTATION	12.61
HOENIX, AZ	450	PHOENIX TRANSIT SYSTEM	12.50
ALLAS, TX	750	DALLAS AREA RAPID TRANSIT SYSTEM	11.78
AN ANTONIO, TX	598	VIA METROPOLITAN TRANSIT	11.07

RANSIT WK1
25/91

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, August 27, 1991 – 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-10. Consideration of appointment of seven (3) members to the Video Display Terminal Advisory Committee, one representative from business (S.F. Chamber of Commerce); and two representatives of the VDT scientific research fields (one to be nominated by the S.F. Chamber of Commerce, and one by the S.F. Central Labor Council) for designated terms. (Clerk of the Board)

   Applicants: John R. Cammidge (business/Chamber of Commerce)
   Dr. August Colenbrader (scientific/Chamber of Commerce)
   Laura Stock, Occupational Health (scientific/Labor Council)

   ACTION:

2. File 92-91-19. Consideration of appointment of a member to the National Guard Advisory Committee, vice William Urmy, (public at large), term expiring June 30, 1991, for the four-year term ending June 30, 1995. (Clerk of the Board)

   Applicant: Major Joseph Tom

   ACTION:

3. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Bonnie Fisher (Hallinan), Patricia Kennedy (Achtenberg), Willa Sims (Shelley), Richard Sorro (Hsieh), Hilary Lamar (Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

   Applicants: Willa Simms (Supervisor Shelley)

   ACTION:

4. File 92-91-29. [Appointments] Consideration of appointments to the Assessment Appeals Board vice Samuel Martinez (member), Joseph Morales (alternate), and Blayne L. Asher (alternate), terms expiring September 1, 1991, for the three-year term ending September 1, 1994. (Board of Supervisors)

   Applicants: Samuel Martinez
   Joseph Morales
   Blayne Asher

   ACTION:

5. File 89-91-15. [State Disability Insurance] Resolution authorizing enrollment of Classification 5404 Special Assistant for Program Development in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

6. File 89-91-16. [State Disability Insurance] Authorizing enrollment of Classifications A-104 Assistant Supervisor, Enforcement Division and 9761 Assistant to CAO II in the State Disability Insurance Program. (Employee Relations Division)

ACTION:

7. File 128-91-2. Hearing to consider the need for a very small quantity generator hazardous waste collection program and options for providing this service. (Supervisor Hallinan)

ACTION:

CLOSED SESSION

8. File 45-91-46. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Andy Powers against the City and County by payment of $27,500. (City Attorney) (Supervisor Court No. 918-270)

ACTION:

9. File 45-91-47. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of California State Automobile Association against the City and County by payment of $364,000 in three equal non-interest bearing installments. (City Attorney) (Superior Court No. 858-301)

ACTION:

10. File 45-91-48. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Kenneth Holman and Watson Marquardt against the City by payment of $17,500. (City Attorney) (Superior Court No. 892-377)

ACTION:

11. File 46-91-11. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Daniel Duke Chuck, Cynthia Velez, et al., upon receipt of the sume of $7,500 and dismissal of complaint. (City Attorney) (Municipal Court No. 059-710)

ACTION:

12. File 46-91-12. [Settlement of Lawsuit] Ordinance authorizing settlement of Sherman A. Ford V. Juan Esquivel, et al., upon receipt of the sum of $16,000 and dismissal of complaint. (City Attorney) (San Mateo Superior Court No. 333-720)

ACTION:

13. File 46-91-13. [Settlement of Lawsuit] Ordinance authorizing settlement of City and County of San Francisco v. Joseph Vincent Guillory, Victoria Guillory, et al., and Civil Service Employees Insurance Companies, Inc., v. City and County of San Francisco, Michael Reesink, Jose Robles, et al., upon receipt of the sum of $15,000 and dismissal of complaint. (City Attorney) (Superior Court No. 877-043)

ACTION:

14. File 46–91–14. [Settlement of Lawsuit] Ordinance authorizing settlement of Sidney Campbell v. Michael Sweets, Alonzo Sweets, Ella Sweets, Fred Hill, San Francisco Boy's Home, Catholic Youth Organization, et al., upon receipt of the sum of 11,000 and dismissal of complaint. (City Attorney) (Superior Court N. 904–273)

ACTION:

15. File 46–91–15. [Settlement of Lawsuit] Ordinance authorizing settlement of Anthony Hartzer v. Charles Robinson, Sally Robinson, et al., upon receipt of the sum of $5,000 and dismissal of complaint. (City Attorney) (Superior Court No. 929–495)

ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPORTANT
HEARING NOTICE

Public Library, Documents Dept.
ATTN: Gerry Roth

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 22, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: August 27, 1991 Administration and Oversight Committee Meeting

Item 5 - Files 89-91-15

1. The proposed resolution would authorize enrollment of classification 5404 Special Assistant for Program Development in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Mayor's Office which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

Position	Classification	Number of Employees
5404	Special Assistant for Program Development	2

4. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by both of the employees in the 5404 Special Assistant for Program Development classification.

Recommendation

Approve the proposed resolution.

Item 6 - Files 89-91-16

1. The proposed resolution would authorize enrollment of classifications A-104 Assistant Supervisor, Enforcement Division and 9761 Assistant to CAO II in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employees through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1% of the first $31,767 of gross salary for each employee (maximum of $317.67 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification requests coverage.

3. The following classification in the Department of Parking and Traffic's Enforcement Division which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

Position	Classification	Number of Employees
A-104	Assistant Supervisor	9

4. The following classification in the Office of Chief Administrative Officer which is not represented by a bargaining unit would be authorized to enroll in the State Disability Program under the proposed resolution:

Position	Classification	Number of Employees
9761	Assistant to CAO II	5

5. The Employee Relations Division (ERD) reports that it has received letters requesting coverage signed by a majority of employees in the A-104 Assistant Supervisor and the 9761 Assistant to CAO II classifications.

Recommendation

Approve the proposed resolution.

Item 7 - File 128-91-2

1. This item is a hearing to consider the need for a Very Small Quantity Generator Hazardous Waste Collection Program and to consider options for providing this service in San Francisco.

2. According to Mr. Henry Louie of the Department of Public Health's Hazardous Waste Permitting Program within the Toxics Division, a Very Small Quantity Generator of hazardous waste (VSQG) is defined as any facility or source that generates less than 100 kilograms of hazardous waste per month. Examples of VSQGs may include painters, small print shops, small automotive shops, and jewelers. Approximately 3,500 VSQGs exist within the City and County. The Chief Administrative Officer's Solid Waste Management Program has estimated that, in 1987, VSQGs generated 1,500 tons of hazardous waste. The Solid Waste Management Program does not have a current estimate of the hazardous waste generated annually by VSQGs in San Francisco.

3. Mr. Louie reports that these types of businesses may generate hazardous wastes, which are considered toxic, flammable, corrosive, or reactive, in the form of solvents, acids, paints, or any petroleum based chemicals. However, VSQGs generally do not accumulate enough hazardous waste to warrant collection by large scale hazardous waste storage/treatment facilities. As a result, VSQGs must arrange to dispose of their hazardous wastes with a facility willing to accept small quantities of hazardous waste. According to Mr. Louie, one such facility, Advanced Environmental Technology, located in Richmond, accepted self-hauled waste from VSQGs up until a year ago, but has since ceased accepting self-hauled waste from VSQGs. The facility is in the process of working with the State Department of Health Services to modify its permit to accept self-hauled wastes. Presently, no storage/treatment facility that can serve VSQGs operates in San Francisco.

4. In FY 1990-91, DPH reports that it received 220 referrals from the Department of Public Works, Bureau of Street Cleaning, to investigate abandoned containers of unknown waste left on street corners and sidewalks. DPH has also received reports from the Port and the Recreation and Parks Departments of significant amounts of abandoned waste left on Port and Recreation and Parks property. Because the waste is abandoned on City property, the City becomes responsible for disposing of the hazardous waste. Mr. Louie advises that although much of the abandoned waste is simply household paint or paint thinners left by City residents, some of the abandoned waste may come from VSQGs. According to Mr. Bill Quan of the Chief Administrative Officer's Solid Waste Management Program, some VSQGs may be illegally dumping their hazardous wastes into the sewer or in the garbage.

5. In order to minimize the abandonment or illegal dumping of hazardous waste by VSQGs, a storage/treatment facility must be made available to VSQGs to allow VSQGs to properly dispose of their hazardous waste. Mr. Quan states that because no storage/treatment facility currently exists in the City and County, the City may have to subsidize, either partially or in total, the storage/treatment and disposal of waste generated by VSQGs. The amount of the subsidy would depend on the amount that VSQGs would be willing to pay for storage/treatment of their hazardous waste.

6. The City could subsidize the storage/treatment of hazardous waste from VSQGs in one of three ways. One alternative would be to construct a hazardous waste storage/treatment facility to accept hazardous waste generated by VSQGs. VSQGs could then transport their waste to the facility for storage/treatment or the facility, itself, could provide a collection service to pick up the hazardous waste at each VSQG site. A fee would be charged to pay for the cost of the facility and to store and treat the waste at an out-of-County facility. Mr. Quan roughly estimates that the cost to operate a storage/treatment facility for VSQGs may range from $10 per gallon to $200 per gallon of waste disposed. The actual cost would depend on the amount of waste generated by VSQGs, and the frequency of collection.

7. Another alternative under consideration by the Solid Waste Management Program is to provide a "milk-run" collection service, whereby the City would contract with a hauler to collect hazardous waste from VSQGs and transport the material to an out-of-County storage/treatment site. Under this alternative, the hauler would charge a fee to transport and arrange for the storage/treatment of the hazardous waste by the storage/treatment facility. The City would subsidize the hauler's costs. According to Mr. Quan, the nearest out-of-County facility capable of disposing of VSQG hazardous waste is located in Richmond, operated by Advanced Environmental Technology. The Solid Waste Management Program has budgeted $150,000 in its FY 1991-92 budget to partially subsidize limited milk-run service to small print shops and painters. However Mr. Quan advises that the $150,000 would be insufficient to provide milk-run service City-wide.

8. A third alternative is the possibility of expanding the present household waste storage/treatment facility located at the solid waste transfer station near Candlestick Park, or expanding an existing waste water and oil waste storage/treatment facility operated by H and H Company and located in the China Basin area. Mr. Quan advises that both facilities would require the installation of special storage tanks to accept waste materials generated by VSQGs.

9. According to Mr. Quan, the Solid Waste Management Program has not yet determined precise cost estimates for each of the above alternatives. Mr. Quan states that a market research study, which would cost between $10,000 and $20,000 to complete, would be required to determine the amount of hazardous waste generated by VSQGs, the amount that VSQGs would be willing to pay for storage/treatment of their hazardous waste, and the estimated costs of providing such storage/treatment services.

10. Mr. Quan further states that funds to pay for the study and to subsequently subsidize a hazardous waste disposal alternative would come from garbage rate revenues allocated to the City's garbage rate impound account, which the Solid Waste Management Program uses to fund its various waste management programs.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

August 30, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: Memoranda of Understanding

Pursuant to a request from the Administration and Oversight Committee on August 23, 1991, the Budget Analyst is providing the following information on the Memoranda of Understanding (MOUs) which are scheduled to be acted on by the Board of Supervisors at its meeting of September 3, 1991.

The Board of Supervisors previously approved a proposed Charter Amendment for the November, 1991 ballot relating to collective bargaining and early retirement. In negotiations with the employee unions, the City agreed, through these MOUs, to place the collective bargaining Charter Amendment on the November, 1991 ballot, as well as implement other terms and conditions of employment in exchange for the employee unions' acceptance of the FY 1991-92 wage freeze. The following resolutions would ratify MOUs negotiated by the Mayor's Office and its Employee Relations Division with various employee unions.

In order to isolate MOU provisions that result in a budgetary impact over current conditions, we have concentrated on cost provisions that represent changes from current Memoranda of Understanding.

File 93-91-3; Proposed Resolution Ratifying the Wage Freeze Memorandum of Understanding between the Service Employees International Union (SEIU) Locals 250, 535 and 790 and the City and County of San Francisco.

This proposed MOU, between the SEIU Locals 250, 535, and 790 and the City and County of San Francisco, which would be in addition to the current MOU in effect with the SEIU, would provide:

- That the City place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor.

- That the Salary Standardization Ordinance, pursuant to Charter Sections 8.401 and 8.407, be approved for FY 1992-93.

- For the extension of the existing Pay Equity Agreement contained in the current MOU between the City and the SEIU Joint Council for two years (FYs 1992-93 and 1993-94).

- For family dental coverage equivalent to that extended to nurses and school employees represented by SEIU, effective April 1, 1992.

- For placement of a Charter Amendment on the November, 1991 ballot pertaining to early retirement.

- A phasing in of binding arbitration for employee discipline and discharge. This provision would initially include a pilot program within the Department of Public Health, whereby a Labor-Management Committee would be appointed to review selected disciplinary matters for possible reference and opinion by an Arbitrator.

This proposed MOU would expire on March 31, 1992.

File 93-91-4: Proposed Resolution Ratifying the Memorandum of Understanding between the Glaziers, Architectural Metal and Glass Workers Local Union No. 718 and the City and County of San Francisco.

The Glaziers, Architectural Metal and Glass Workers Union Local 718 has not yet entered into a wage freeze MOU, but is expected to enter into one similar to that of the other crafts and trade unions. This MOU is the same as the previous MOU between the City and Local 718 and would be extended through June 30, 1996.

File 93-91-5: Proposed Resolution Ratifying the Wage Freeze Memorandum of Understanding (MOU) between the Stationary Engineers, Local 39 and the City and County of San Francisco.

This proposed MOU with the Stationary Engineers, Local 39, which is in addition to an existing Letter of Understanding, contains the following new provisions:

- That the City place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth the in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor.

- For placement of a Charter Amendment on the November, 1991 ballot pertaining to early retirement.

- Two paid training days per year to be effective only in fiscal years 1992-93, 1993-94 and 1994-95.

- Implementation of family dental coverage equivalent to that extended to nurses and employees of the San Francisco Unified School District effective April 1, 1992.

- Appointment to class 7286 Wire Rope Cable Maintenance Supervisor would be made at Step 5. The estimated cost of hiring a 7286 Wire Rope Cable Maintenance Supervisor at Step 5, instead of the current policy of hiring at Step 3, is $2,016 per position, annually.

- Appointment to class 5148 Assistant to the Superintendent of Water Treatment Facilities would be made at Step 5. The estimated cost of hiring a 5148 Assistant to the Superintendent of Water Treatment Facilities at Step 5, instead of the usual policy of hiring at Step 1, is $10,440, annually.

- Class 7334 Stationary Engineer and related classes working in the Department of Public health would be eligible for premium pay of an additional $1.50 per hour. There are currently 34 Stationary Engineers working with the Department of Public Health. The estimated cost of such premium pay is $102,816, annually, assuming all of the positions are filled and are paid the premium pay.

This Local 39 MOU and any compensation or benefits provided by it would expire on June 30, 1995. The existing Letter of Understanding (LOU), which is scheduled to expire on June 30, 1993, would be extended to June 30, 1995.

File 93-91-6; Proposed Resolution Ratifying the Wage Freeze Memorandum of Understanding between the Automotive Machinists Union, No. 1305 and the City and County of San Francisco.

This proposed MOU, between the Automotive Machinists Union, No. 1305 and the City and County of San Francisco, consists of the following new provisions:

- An agreement by the City to place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor.

- That the Salary Standardization Ordinance, pursuant to Charter Sections 8.401 and 8.407, be approved for FY 1992-93.

- Two paid training days per year to be effective for fiscal years 1992-93, 1993-94 and 1994-95.

- Implementation of family dental coverage equivalent to that extended to nurses and school employees effective April 1, 1992.

- Placement of a Charter Amendment on the November, 1991 ballot pertaining to early retirement.

- Extension of the current Memorandum of Understanding, which would otherwise expire June 30, 1992, through June 30, 1995.

- Classes 7305 Blacksmith Finisher, and a 7157 Upholsterer would be added to a list of appointments that would be made at Step 5. Mr. Pat Finney of the Civil Service Commission reports that the 7305 Blacksmith and 7387 Upholsterer classifications have been hired at Step 5 for approximately 10 years. According to Mr. Clifford Gates of the Employee Relations Division, the proposed clause would bring the M.O.U. into conformance with actual practices.

File 93-91-7: Proposed Resolution Ratifying the Wage Freeze Memorandum of Understanding between the Laborers, Local 261 and the City and County of San Francisco.

This proposed MOU, between the Laborers, Local 261 and the City and County of San Francisco, consists of the following new provisions:

- That the City place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth the in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor.

- That the Salary Standardization Ordinance, pursuant to Charter Sections 8.401 and 8.407, be approved for FY 1992-93.

- That employees receive two paid training days per year for fiscal years 1992-93, 1993-94 and 1994-95.

- That family dental coverage equivalent to that extended to nurses and school employees be extended to employees represented by Laborers, Local 261.

- That a Charter Amendment be placed on the November, 1991 ballot pertaining to early retirement.

- That the current Memorandum of Understanding, which expires June 30, 1992, be extended through June 30, 1995.

- That steam cleaners be added to the category of power tools for the purpose of qualifying for the payment of the power tool premium. This provision would result in a cost of approximately $2,000 annually.

File 93-91-8; Proposed Resolution Ratifying the Extension of the 1989-91 Memorandum of Understanding between the Transport Workers Union Local 250-A (for 7410 Automotive Service Workers) and the City and County of San Francisco.

This proposed MOU, between the Transport Workers Union (TWU) Local 250-A for 7410 Automotive Service Workers and the City and County of San Francisco, would include the following new provisions:

- An agreement by the City to place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor.

- Two paid furlough days per year to be effective only in fiscal years 1992-93, 1993-94 and 1994-95.

- Implementation of family dental coverage equivalent to the San Francisco Unified School District employees.

- Placement of a Charter Amendment on the November, 1991 ballot pertaining to early retirement.

- Miscellaneous employees represented by the Transport Workers Union No. 250-A would continue to have their salaries established by the application of Salary Standardization pursuant to Charter Section 8.407 unless and until the TWU should opt into collective bargaining under the proposed Charter Amendment. If Salary Standardization is terminated or amended in FY 1992-93, FY 1993-94, or FY 1994-95, the TWU would have the option of re-opening this MOU for purposes of addressing this issue.

- A maximum of 50 employees in Classification 7410 would receive an additional $0.75 per hour premium for a maximum of 4 hours per day for performing duties in running repair and preventative maintenance and inspections. The additional annual cost to the City for this premium would be approximately $54,750 annually.

- This proposed MOU would extend the current MOU from July 1, 1991 through June 30, 1995.

File 93-91-9: Proposed Resolution Ratifying the Extension of the 1989-91 Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200 and the City and County of San Francisco.

This proposed MOU, between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200 and the City and County of San Francisco, consists of the following new provisions:

- That the City place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and Board and vetoed by the Mayor.

- That employees receive two paid furlough days per year for fiscal years 1992-93, 1993-94 and 1994-95.

- Implementation of family dental coverage equivalent to the San Francisco Unified School District employees.

- That a Charter Amendment be placed on the November, 1991 ballot pertaining to early retirement.

File 93-91-11: Proposed Resolution Ratifying the Extension of the July 1, 1990 - June 30, 1991 Memorandum of Understanding between the Plumbers, Local 38 and the City and County of San Francisco through June 30, 1992.

The Plumbers Local 38 has not agreed to the previously imposed freeze on the Salary Standardization provisions of Charter Section 8.401 and 8.407. As such, the proposed MOU extension provides that this agreement is separate from and has no effect on the City's authority to determine wages pursuant to the Charter and the Salary Standardization Ordinance.

This proposed MOU between the City and County of San Francisco and the Plumbers Local 38 simply extends the same provisions included in the expiring MOU for the period July 1, 1991 through June 30, 1992.

File 93-91-13: Proposed resolution ratifying the Memorandum of Understanding between Operating Engineers, Local 3 and the City and County of San Francisco.

This proposed MOU, between the Operating Engineers, Local 3 and the City and County of San Francisco, consists of the following new provisions:

- An agreement by the City to place a Charter Amendment on the November, 1991 ballot to provide for collective bargaining to begin in FY 1992-93, and to further provide that any employee retiring between July 1, 1991 and July 1, 1992 will have calculation of retirement benefits only based on the rates set forth in the FY 1991-92 Salary Standardization Ordinance as approved by the Civil Service Commission and Board of Supervisors and vetoed by the Mayor.

- That the Salary Standardization Ordinance, pursuant to Charter Sections 8.401 and 8.407, be approved for FY 1992-93.

- That employees covered by this MOU receive two paid training days per year to be effective only in Fiscal Years 1992-93, 1993-94, and 1994-95.

- Implementation of family dental coverage equivalent to that extended to nurses and school employees represented by SEIU.

- Placement of a Charter Amendment on the November, 1991 ballot pertaining to early retirement.

- An agreement to extend the current MOU until June 30, 1995.

- On or after July 1, 1992, the City shall hire employees at the fifth step of the respective salary schedule.

- On or after July 1, 1992, the night duty premium and call back premium shall be increased from 6.25 percent to 8.0 percent of base pay. Effective after July 1, 1993, the rate shall increase to 10 percent, and after July 1, 1995, the rate shall be fixed at a flat amount equivalent to 10 percent of the base hourly rate of 7328 Operating Engineers, at the 5th step. The total cost of these premium increases cannot be estimated at this time, because the cost estimate would depend on the actual number of employees who actually perform night and call back duties and the base salary rates in effect at that time.

- Effective July 1, 1992, the Sewer Premium for 7328 Operating Engineers will decrease from $0.45/hour to $0.25/hour. The total cost of this new premium cannot be estimated at this time, and would depend on the number of hours employees work in sewers.

COMMENTS

Cost of Dental Benefits

1. The MOUs with the following unions include provisions for dental benefits equivalent to those benefits extended to nurses and San Francisco Unified School District employees. Based on an estimate of $59 per employee per month, or $708 per employee per year, currently paid for school district employees, the Budget Analyst has estimated the costs for dental benefits included in the MOUs. The following table lists the MOUs with provisions for dental benefits and the estimated cost for FY 1991-92 (three months from April 1, 1992 through June 30, 1992) and the estimated total annual cost:

Union	Number of Employees	Cost for FY 1991-92 (4/1/92 - 6/30/92)	Annual Basis
Locals 790, 535, and 250:			
Service Employees Int	12,540	$2,219,580	$8,878,320
Local 39:			
Stationary Engineers	529	93,633	374,532
Local 3:			
Operating Engineers	97	17,169	68,676
Local 718*:			
Glaziers, Architectural Metal and Glass Workers	15	2,655	10,620
Local 250A:			
Automotive Service Workers	121	21,417	85,668
Local 200:			
Supervisors Employees Assoc.	235	41,595	166,380
Local 261:			
Laborers	24	4,248	16,992
Local 1305:			
Automotive Machinists	27	4,779	19,116
Total	13,588	$2,405,076	$9,620,304

* Assumes Local 718 will enter into a wage freeze MOU that will include dental benefits.

Cost of Salary Standardization for FY 1992-93

The various Memoranda of Understanding specify that the City shall approve the Salary Standardization Ordinance for FY 1992-93 as it would apply under Charter Sections 8.401 and 8.407. Given that the estimated cost of Salary Standardization for Miscellaneous employees for FY 1991-92 would have been $57.1 million, including $41.7 million in General Fund costs, if the cost of Salary Standardization in FY 1992-93 is comparable to FY 1991-92, then the total cost of Salary Standardization in FY 1992-93 for Miscellaneous employees would be approximately $114.2 million, including $83.4 million in General Fund costs. By

approving this stipulation of the various MOUs, the Board of Supervisors agrees to incur the full amount of this estimated expense in 1992-93 regardless of the City's ability to pay.

Furthermore, the various Memoranda of Understanding specify that if the Collective Bargaining Charter Amendment is approved by the voters, Collective Bargaining shall be implemented for FY 1992-93. Consequently, City Miscellaneous employees would receive a Salary Standardization adjustment reflecting increases for FY 1991-92 and FY 1992-93, plus any increases (or decreases) resulting from Collective Bargaining.

It should be noted that the Budget Analyst previously reported on the proposed Collective Bargaining Charter Amendment that the total estimated fiscal year 1991-92 cost to the City of salaries and fringe benefits for Miscellaneous employees exceeds $860 million per year, or approximately 36 percent of the total City budget of $2.4 billion. Because Miscellaneous salaries and fringe benefits account for such a large portion of the City's budget, the Controller had reported that any proposed Charter Amendment affecting wages, hours, and fringe benefits would have a significant financial impact on the City and County of San Francisco. The Controller had further reported that the extent of the financial impact would depend on the outcome of collective bargaining negotiations, which would be authorized by the Charter Amendment.

Increased Cost of Employee Retirement Benefits in FY 1991-92

The MOUs specify that for those employees who choose to retire in FY 1991-92, the City must calculate retirement benefits based on the FY 1991-92 Salary Standardization Ordinance approved by the Civil Service Commission and the Board of Supervisors and vetoed by the Mayor. According to Mr. Kieran Murphy of the Retirement System, approximately 450 City employees normally retire each fiscal year. According to Mr. Murphy, it is difficult to accurately estimate the number of employees who would elect to retire during FY 1991-92 and FY 1992-93 despite the frozen wages. However, assuming one half of those intending to retire would do so and that the other half would stay on the job until the end of fiscal year 1992-93 in order to receive the full effect of the FY 1992-93 wage increases, Mr. Murphy estimates that the difference between future retirement payouts based on 1991-92 Salary Standardization wages versus frozen wages would be approximately $3.5 million in 1991-92. Mr. Murphy further notes that a large proportion of employees who would normally retire in the next two years may instead remain on the job until June 30, 1993. The Retirement System has budgeted sufficient funds to pay for the estimated $3.5 million in retirement benefits.

Savings and Costs of Early Retirement Charter Amendment

The Charter Amendment providing for early retirement incentives and the offsetting abolishment of at least 500 positions to be vacated has already been approved by the Board of Supervisors. The following report on costs and net

estimated savings from this Charter Amendment has been previously provided to the Board of Supervisors in oral form by the Budget Analyst.

The Employees Retirement System estimates that approximately 1,500 employees are expected to take the early retirement offer which would add three years of age and three years of service when calculating the service retirement benefits of all Miscellaneous Plan members. The total estimated cost of early retirement over a 20-year period for the City would be approximately $70 million. This $70 million represents the present value of the extra dollars which the City would be required to pay into the Retirement System over the next 20 years to reimburse the System for the cost of the Early Retirement Program. According to Mr. Murphy, the first payment would be about $4.5 million beginning in FY 1992-93 with future payments increasing with salaries.

However, the proposed Charter Amendment also requires that at least 500 or 50 percent of the vacated, non-mandated positions be abolished as part of the early retirement program. The Budget Analyst previously reported that if 500 positions are abolished, the City would save an estimated $25 million annually. Given an estimated cost of early retirement of $4.5 million in the first year (1992-93), the net savings from early retirement during the first year is approximately $20.5 million. If as many as 750 positions (50 percent of 1,500 positions) are abolished, the City would save a total of $37.5 million. Using the first year estimated cost of $4.5 million, the estimated net savings in the first year would be $33 million, if 750 positions were abolished. On the recommendation of the Mayor, the Board of Supervisors, by a two-thirds vote, could restore some of these non-mandated positions which would then correspondingly reduce the net savings.

If 500 positions are abolished and the City saves the corresponding $25 million per year, the City would fully offset the estimated $70 million cost of early retirement within 2.8 years. Thereafter, the City would save $25 million annually. If 750 positions are abolished and the City saves the corresponding $37.5 million per year, the City would fully offset the estimated $70 million cost of early retirements within 1.87 years. Thereafter, the City would save $37.5 million annually.

Cost of Two Additional Paid Training or Furlough Days Off

The MOUs with the following unions include provisions for two additional paid days off for union members. These two additional paid days off are listed in the separate MOUs as two paid training days off or two paid furlough days off. The calculations are based on average daily salaries for each classification within the unions. The following table lists these unions, the number of employees and the cost to the City, in terms of lost work time, to provide two additional paid training or furlough days off:

Union	Number of Employees	Annual Cost for FY 1992-93**
Local 39:		
Stationary Engineers	529	$214,232
Local 3:		
Operating Engineers	97	50,965
Local 718 *:		
Glaziers, Architectural Metal and Glass Workers	15	6,820
Local 250A:		
Automotive Service Workers	121	34,115
Local 200:		
Supervisory Employees Assoc.	235	100,521
Local 261:		
Laborers	24	9,773
Local 1305:		
Automotive Machinists	27	12,917
Total	1,048	$429,343

* Assumes Local 718 will enter into a wage freeze MOU that will include paid days off.

** These cost estimates are based on FY 1991-92 salary levels. The actual amounts for FY 1992-93, 1993-94, and 1994-95 will depend on the results of Salary Standardization in FY 1992-93 and Collective Bargaining in FY 1992-93, 1993-94, and 1994-95.

To the extent that the City may need to backfill positions, the City would incur additional costs of overtime or temporary pay.

Cost of Pay Equity

As noted above, the MOU with SEIU Locals 250, 535, and 790 provides for an extension of Pay Equity benefits through FY 1992-93 and 1993-94. The current Pay Equity Agreement ends in FY 1991-92. According to Mr. Larry Garcia of the Civil Service Commission, assuming an increase of five percent per year for salary standardization, the total two-year cost of providing Pay Equity to the SEIU's approximately 7,500 eligible members would be approximately $14.5 million, based on FY 1991-92 standardized rates.

Future Ratification of MOUs

As noted above, the Glaziers, Architectural Metal and Glass Workers Union, Local 718 is expected to accept a similar Wage Freeze MOU. According to Mr. Clifford Gates of the Mayor's Employee Relations Division, the Employee Relations Division expects a total of 14 other employee unions to accept a wage freeze MOU with the City. Mr. Gates further advises that another 15 unions have either chosen not to accept a wage freeze MOU with the City, or have not informed the City of their position. With respect to those employee unions that choose to

accept a wage freeze MOU, those unions will receive additional terms and conditions of employment similar to the conditions provided in the above MOUs. In addition, these MOUs that have not yet been submitted to the Board of Supervisors for approval may include sideletters, which may have a financial impact on the City. As such, additional costs, such as dental benefits costs, pay equity and paid days off, of MOUs for additional union employees not included in this report, cannot be estimated at this time.

Total Cost to the City By MOU

The table below contains approximate estimates of the total annual cost per MOU to the City. These cost figures do not include the costs associated with individual MOUs that the Budget Analyst was unable to analyze for full fiscal impact.

Annual Cost By MOU

Union	Dental	Paid Days Off	Other Costs*	Total
Local 790, 535, and 250: Service Employees Int.	$8,878,320	--	--	$8,878,320
Local 39: Stationary Engineers	374,532	$214,232	-	588,764
Local 3: Operating Engineers	68,676	50,965	$115,272	234,913
Local 718: Glaziers, Architectural Metal and Glass Workers	10,620	6,820	-	17,440
Local 250A: Automotive Service Workers	85,668	34,115	54,750	174,533
Local 200: Supervisory Employees Assoc.	166,380	100,521	-	266,901
Local 261: Laborers	16,992	9,773	2,000	28,765
Local 1305: Automotive Machinists	19,116	12,917	--	32,033
Total	$9,620,304	$429,343	$172,022	$10,221,669

* Other costs include estimates for special pay premiums, employee equipment and uniforms, and costs of hiring at the 5th step. The Budget Analyst quantified these costs to the extent that the information was available.

Other MOU Provisions with Potential Fiscal Impact

By agreeing to adopt the 1992-93 Salary Standardization Ordinance in advance, the Board of Supervisors agrees to incur the full amount of this estimated expense in 1992-93 regardless of the City's ability to pay. If the cost of Salary Standardization in FY 1992-93 is comparable to FY 1991-92, then the total cost of Salary Standardization in FY 1992-93 for Miscellaneous employees would be approximately $114.2 million, including $83.4 million in General Fund costs.

As previously noted, the total two-year cost of providing Pay Equity to the SEIU's approximately 7,500 eligible members would be approximately $14.5 million, based on FY 1991-92 standardized rates. Also, additional MOUs are still in the process of negotiation. The costs of such MOUs and accompanying sideletters of agreement will increase the costs to the City identified in this report.

Because the Board of Supervisors has already approved submission to the voters of an early retirement incentive Charter Amendment, as required in these proposed MOU, the substantial savings that will result from the reduction in vacated positions is already assured of being realized should the voters approve the proposed Charter Amendment. Since the elimination of a portion of the positions that will be vacated because of the early retirement incentives is not a feature of the proposed memoranda, we do not view such savings as an offset to the costs identified in this report or to the additional costs that cannot be estimated at this time.

Recommendation

Approval of the proposed resolutions ratifying the MOUs between the SEIU (Locals 250, 535, and 790), Glaziers and Architectural Metal and Glass Workers (Local 718), Stationary Engineers (Local 39), Automotive Machinists (Local 1305), Laborers (Local 261), Automotive Service Workers (Local 250-A), Transit Supervisors (Local 200), Plumbers (Local 38), and Operating Engineers (Local 3), and the City and County of San Francisco is a policy matter for the Board of Supervisors.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

REVISED

accept a wage freeze MOU, those unions will receive additional terms and conditions of employment similar to the conditions provided in the above MOUs. In addition, these MOUs that have not yet been submitted to the Board of Supervisors for approval may include sideletters, which may have a financial impact on the City. As such, additional costs, such as dental benefits costs, pay equity and paid days off, of MOUs for additional union employees not included in this report, cannot be estimated at this time.

Total Cost to the City By MOU

The table below contains approximate estimates of the total annual cost per MOU to the City. These cost figures do not include the costs associated with individual MOUs that the Budget Analyst was unable to analyze for full fiscal impact.

Annual Cost By MOU

Union	Dental	Paid Days Off	Other Costs*	Total
Local 790, 535, and 250: Service Employees Int.	$8,878,320	--	--	$8,878,320
Local 39: Stationary Engineers	374,532	$214,232	$115,272	704,036
Local 3: Operating Engineers	68,676	50,965		119,641
Local 718: Glaziers, Architectural Metal and Glass Workers	10,620	6,820	-	17,440
Local 250A: Automotive Service Workers	85,668	34,115	54,750	174,533
Local 200: Supervisory Employees Assoc.	166,380	100,521	-	266,901
Local 261: Laborers	16,992	9,773	2,000	28,765
Local 1305: Automotive Machinists	19,116	12,917	--	32,033
Total	$9,620,304	$429,343	$172,022	$10,221,669

* Other costs include estimates for special pay premiums, employee equipment and uniforms, and costs of hiring at the 5th step. The Budget Analyst quantified these costs to the extent that the information was available.

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, September 10, 1991 – 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-8. Confirming Mayor's reappointment to the San Francisco Port Commission, Anne Halsted, vice herself, term expired May 1, 1991, for the four-year term ending May 1, 1995. (Mayor)

   ACTION:

2. File 92-91-19. Consideration of appointment of a member to the National Guard Advisory Committee, vice William Urmy, (public at large), term expiring June 30, 1991, for the four-year term ending June 30, 1995. (Clerk of the Board) (Continued from 8/27/91)

   Applicant: Major Joseph Tom

   ACTION:

3. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Bonnie Fisher (Hallinan), Patricia Kennedy (Achtenberg), Willa Sims (Shelley), Richard Sorro (Hsieh), Hilary Lamar (Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993. (Clerk of the Board) (Continued from 8/27/91)

   Applicant: Willa Sims (Supervisor Shelley)

   ACTION:

4. File 38-91-6. [Gift Acceptance] Resolution accepting the gift of Marguerite Warren of two appropriate wooden benches to be placed adjacent to Room 228, City Hall, for the use and convenience of the public. (Supervisor Ward)

   ACTION:

5. File 97-91-38. [Workers Compensation] Ordinance amending Administrative Code by adding Sections 16.83-1 through 16.83-4 relating to City employee workers compensation costs. (Supervisors Hsieh, Kennedy)

   ACTION:

6. File 222-91-2. [Disability Pay] Resolution urging the Civil Service Commission to review its disability leave rules so that City employees do not receive more net income when on industrial disability leave than when working. (Supervisors Hsieh, Kennedy)

   ACTION:

CLOSED SESSION

7. File 45-91-49. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Bernice Ferreira against the City and County by payment of $6,000. (City Attorney) (Superior Court No. 921-402).

   ACTION:

8. File 45-91-50. [Settlement of Lawsuit] Authorizing settlement of litigation of Verna McHenry against the City and County by payment of $10,000. (City Attorney) (Superior Court No. 922-313)

   ACTION:

9. File 45-91-51. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Alie Beth Zandstra against the City and County by payment of $50,000. (City Attorney) (Superior Court No. 912-574)

   ACTION:

10. File 45-91-52. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of James Brightman against the City and County by payment of $15,000. (City Attorney)

    ACTION:

11. File 45-91-53. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Nancy Wurnitsch against the City and County by payment of $15,000. (City Attorney) (Superior Court No. 910-329)

    ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
Board of Supervisors
Room 235, City Hall
San Francisco, CA. 94102

Public Hearing Notice

CITY AND COUNTY  OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

September 5, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: September 10, 1991 Administration and Oversight Committee Meeting

Item 4 - File 38-91-6

Department: Board of Supervisors

Item: Resolution accepting a gift from Marguerite Warren of two appropriate wooden benches to be placed adjacent to Room 228, City Hall, for the use and convenience of the public.

Amount: Less than $5,000

Source of Gift: Marguerite Warren

Description: Ms. Marguerite Warren, who shared her historical knowledge with the Board of Supervisors at Finance Committee meetings for many years, directed her Executor in her will to purchase two wooden benches to be donated to the Board of Supervisors of San Francisco. These benches would be placed adjacent to Room 228, City Hall, where the Finance Committee meetings take place, for public use.

The proposed resolution would request that the Chief Administrative Officer and the Clerk of the Board of Supervisors work with Marguerite Warren's Executor to see that her wishes are carried out and that the benches have suitable plaques indicating that they are in memory of Marguerite Warren.

Comments:

1. Mr. John Taylor of the Board of Supervisors reports that the value of the benches is below the $5,000 limit where department heads may accept gifts without approval of the Board of Supervisors. However, Mr. Taylor advises that in appreciation of Ms. Warren's many contributions to the Finance Committee meetings, the Board would like to accept Marguerite Warren's gift personally.

2. In addition, Mr. Taylor reports, the Board may wish to discuss the placement of the benches, since if the benches are placed directly outside of Room 228, groups may congregate there, creating noise which may disturb Committee meetings.

3. According to Mr. Taylor, the Department of Public Works would perform maintenance on the benches along with the other furniture on the second floor of City Hall, at no additional cost to the City.

Recommendation: Approve the proposed resolution.

Item 5 - File 97-91-38

The proposed ordinance would amend the City's Administrative Code by adding Sections 16.83-1 through 16.83-4, relating to City employee Workers Compensation costs.

Description

According to a report prepared by the Chief Administrative Officer's (CAO) Risk Manager Office in January of 1991, 7,000 of the City's 25,000 employees file Workers Compensation claims annually, they lose over 150,000 work days due to job related injuries and illnesses and cost the City $24 million annually in benefit payments. Compared to State-wide averages for California local governments, San Francisco files more than double the average rate of workers compensation claims and City employees stayed off the job twice as long per injury. The CAO report suggests the lack of departmental and managerial accountability as a reason for the increase of Workers Compensation costs.

The proposed ordinance would address the City's rising cost in Workers Compensation by establishing a permanent Workers Compensation Task Force and requiring departments and managers to be responsible for workers compensation costs. More specifically the proposed ordinance would require the following:

- Department heads would identify and utilize limited or modified duty assignments wherever practical for workers with disabilities.

- Department heads to identify the person(s) to have authority and responsibility for monitoring and managing Workers Compensation costs. These persons would assist in communications between the workers compensation claims division and the injured employee.

- Operating managers to be responsible for monitoring and managing Workers Compensation costs and to receive training to learn the appropriate skills for this purpose.

- Performance evaluations of individual managers to include a review of their management of Workers Compensation claims.

- City-wide accounting and budgeting mechanisms would be established to allocate to each department its share of Workers Compensation costs.

- Automated data on Workers Compensation claims would be made available by the Retirement System, the Controller's Office and all departments for analysis of Workers Compensation claims.

- Department heads would submit quarterly reports to the CAO's Risk Manager and the proposed Workers Compensation Task Force on the status of the Department's Workers Compensation claims.

- Establishment of a Workers Compensation Task Force consisting of the following eight members:

1. The Risk Manager
2. The Mayor's Budget Director
3. The Board of Supervisor's Budget Analyst
4. The General Manager of the Retirement System
5. The Director of Employees Relations Division
6. The General Manager of Civil Service
7. Two department heads to be designated by the above task force members

The proposed task force would act in an advisory capacity to all matters pertaining to Workers Compensation such as cost containment, making recommendations regarding consolidation of responsibilities to improve efficiency, and assisting the Retirement Board and department heads to establish and maintain an automated record system on all accidents involving employees. The Risk Manager, on behalf of the Task Force, would submit a semi-annual written report to the Mayor and the Board of Supervisors on the work performed and the progress made toward achievement of workers compensation cost containment.

Comments

1. According to Mr. Keith Grand, the City's Risk Manager, the proposed Task Force work could be incorporated into his existing duties and any materials and supplies he uses would also be incorporated within the CAO's budget. According to Mr. Grand, the costs of the other Task Force members' time and use of materials and supplies would most likely be absorbed within their separate departments.

2. Currently, individual departments do not control the acceptance or rejection of Workers Compensation claims, but they are responsible for claims reporting and for requesting the necessary funds in their annual budget to pay these claims. The Employee's Retirement System (ERS) is currently responsible for processing the Worker's Compensation claims though their ability to process these claims is limited because they do not have direct contact with the injured employee. Departmental responsibility is also limited because departments can not control their Workers Compensation budget through the approval or rejection of claims.

3. According to Mr. Grand, the CAO has implemented plans for reducing Workers Compensation costs. These include encouraging departments through examples, workshops, and written forms to comply with a State law requiring that every employer provide a written Injury and Illness Prevention Program, and the installation of a personal computer program in every department which facilitates processing Workers Compensation forms and provides accurate, current information on department year-to-date spending. However, Mr. Grand reports that Workers Compensation is not a high priority for most departments. The effectiveness of these programs has been minimal because they depend on the voluntary participation of the departments.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Additional possible costs associated with the proposed ordinance would include the additional workload City managers would incur to monitor and manage Workers Compensation costs as well as the training the City would be required to provide managers. However, according to Mr. Bill Lee of the Department of Public health (DPH), the California Occupational Safety and Heath Act (Cal OSHA) already requires managers to monitor and manage Workers Compensation claims and Cal OSHA requires employers to provide these managers adequate training to perform these duties. According to the authors' office, the proposed ordinance is, in part, codifying existing State requirements.

5. The Police Department, the Department of Public Works, the Department of Public Health and the Public Utilities Commission have submitted letters supporting the proposed ordinance.

6. The potential fiscal impact of the proposed ordinance is difficult to quantify. However, the Budget Analyst believes that the City's Workers Compensation costs could significantly decrease if the measures outlined in the proposed ordinance are properly implemented.

Recommendation

The proposed ordinance is a policy decision for the Board of Supervisors.

Item 6 - File 222-91-2

The proposed resolution would urge the Civil Service Commission to review its Disability Leave rules so that City employees do not receive more net income when on industrial disability leave than the normal net income when working as a City employee.

Description

Currently, City employees defined as public safety officers (Police Officers, Fire Fighters, District Attorney Investigators and Paramedics) under State law and under the City's Administrative Code receive full pay for up to one year when injured on the job. A Memorandum of Understanding also allows Transit Operators to receive full pay if a work injury results from equipment failure. The balance of the City employees receive partial salary payments through Temporary Disability payments. Through a Civil Service rule, employees may receive sick pay credit benefit, which permits the use of accumulated sick leave hours to augment Temporary Disability (Workers Compensation) payments. Temporary Disability pay is tax exempt.

According to an audit conducted by the City's Controller's Office, employees receiving Temporary Disability payments and sick leave payments receive approximately 26 percent more annually than their normal annual income. The following assumptions and resulting table were used by the Controller's Office to determine this 26 percent increase in income:

Assumptions:

1. Employee makes $35,000 per year
2. Employee has sick leave balance of 1,040 hours
3. Temporary Disability Rate is $336 per week
4. Federal Tax rate is 21.5% and State Tax rate is 5%

	Hourly	Pre-Injury	Post-Injury
Pre Tax Salary	$16.76*	$35,000	0
Temporary Disability Payment		---	$17,539
Use of Sick Leave		0	17,461
Subtotal		$35,000	$35,000
Less: Federal Tax		7,525	3,754
State Tax		1,750	873
SSI/Medicare		2,678	1,336
Take Home Pay		**$23,047**	**$29,037**

* Based on 2,088 hours per year.

As reflected above, the sample employee on disability leave would receive a net income of $29,037 annually which is $5,990 or 26 percent more than the $23,047 the employee would receive normally.

The proposed resolution would urge the Civil Service Commission to review its rule that permits some injured employees to receive more take home pay than they would had they not been injured.

Comments

1. Mr. Randy Margo of the Controller's Office advises that the 26 percent increase in net pay for employees with disabilities could be providing economic incentives for employees to remain on disability leave longer than they would if their total disability pay is the same or less than their normal income. According to a report written by the Chief Administrative Officer's Risk Manager, San Francisco employees average 34 days away from work for each disabling claim which is 100 percent higher than the State-wide average for local government employees. Mr. Margo suggests that this high average could, in part, be caused by the higher pay the employee is receiving while on disability.

2. Mr. Al Walker of the Civil Service Commission reports that the Disability Leave rule that allows injured employees to use accumulated sick leave credits to augment Temporary Disability pay was instituted to allow injured employees to maintain their standard of living while out on disability. The extent of the overpay would depend on the number of sick leave hours injured City employees have accumulated. The example above assumes the employee has accumulated almost six months of sick leave. As such, the potential savings to the City if the Civil Service were to change its disability leave rule would depend on the number of injured employees with adequate accumulated sick leave hours to bring their total net income over their normal net income. The potential savings would be the reduced number of days City employees stay away from work. Reducing the number of days City employees stay away from work would translate into reduced Temporary Disability claims payments and increased productivity resulting from more City employees at work than away from work. Mr. Margo was unable to quantify the possible cost savings to the City from implementation of the proposed resolution.

3. According to Mr. Walker, after reading the Controller's audit, the Civil Service Commission reviewed its Disability Leave rule. Mr. Walker advises that, assuming there are no major controversies or problems, the Civil Service Commission should complete its review and implement changes to the rule by January 1, 1992.

Recommendation

Approve the proposed resolution.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

SPECIAL MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

MONDAY, SEPTEMBER 16, 1991 – 1:45 p.m. ROOM 228, CITY HALL

PRESENT: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 93-91-14. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200. (Supervisor Kennedy)

   ACTION:

2. File 93-91-15. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200 for claims classifications. (Supervisor Kennedy)

   ACTION:

3. File 93-91-16. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A for Units 8-AA, 8-BB, 8-FF, 11-Z and 11-CC. (Supervisor Kennedy)

   ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
Board of Supervisors
Room 235, City Hall
San Francisco, CA. 94102

Public Hearing Notice

CITY AND COUNTY  OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

September 13, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst – Recommendations

SUBJECT: September 16, 1991 Special Administration and Oversight Committee Meeting

The following three items are proposed resolutions, which would ratify Memoranda of Understanding with employee unions. As in our report of August 30, 1991, pertaining to the ratification of MOUs with various other employee unions, in order to isolate MOU provisions that result in a budgetary impact over current conditions, we have concentrated on cost provisions that represent changes from current Memoranda of Understanding.

The Budget Analyst notes, however, that these MOUs contain provisions that have an existing cost impact to the City. The cost of such provisions would already be accounted for in existing City department budgets.

Item 1 - File 93-91-14: Proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association MUNI Transport Workers Union, Local 200

This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 200 simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995.

The proposed MOU does not include provisions for claims classifications, which the City and the Union have agreed to separate into a new employee group. A new MOU with the claims classifications is the subject of Item 2 - File 93-91-15, below.

Item 2 - File 93-91-15: Proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association MUNI Transport Workers Union, Local 200, for Claims Classifications

This year, the City and the Supervisory Employees Association MUNI Transport Workers Union, Local 200 agreed to place those employee positions that are located in the Public Utilities Commission's Finance Bureau, Claims Division, into a separate employee group within Local 200. This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 200, for claims classifications, simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995, as they pertain to claims classifications employed by the Public Utilities Commission in its Finance Bureau, Claims Division.

Item 3 - File 93-91-16: Proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC

This year, the City and the Transport Workers Union, Local 250-A agreed to place those employee positions not located in the Public Utilities Commission, or the Municipal Railway, into separate employee units within Local 250-A. These newly created employee units represent various classifications of Disease Control Investigators, Environmental Health Inspectors, Zoologists, Museum Conservators, and Curators.

This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC, simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995, as they pertain to classifications of Disease Control Investigators, Environmental Health Inspectors, Zoologists, Museum Conservators, and Curators.

The Employee Relations Division reports that one provision of this proposed MOU has been changed, which would have a financial impact on the City. The proposed MOU would reduce Standby Pay from the previous rate of 25 percent of the base rate of pay to 10 percent of the base rate of pay for eligible classifications. Mr. Clifford Gates of the Employee Relations Division states that, in the past, employees would receive the 25 percent premium for remaining on-call at the worksite for immediate emergency service in performing their regular duties. Under the new provision, employees would receive a 10 percent premium, instead of the old 25 percent premium, when the Department provides an electronic paging device (beeper), and the employee is not required to remain at the worksite.

According to Mr. Mark Goldstein of the Department of Public Health, only one position within the 6122 Senior Environmental Health Inspector classification

has used the Standby Pay provision in the past, at a cost of approximately $13,320, annually (1,846 hours multiplied by an hourly rate of $28.8625, at the top step, multiplied by the old premium of 25 percent). None of the other classifications under this MOU have used Standby Pay in the past. Under the new "beeper" premium of 10 percent of the base rate of pay, the cost of the premium would be approximately $5,328, which is $7,992 less than the cost of the old premium of 25 percent. The actual cost of the new premium pay and the related savings from the old premium pay, however, would depend on the number of classifications that would receive the premium, and the actual number of hours worked to which the premium is applied.

Recommendation

Because the MOUs with the Supervisory Employees Association MUNI Transport Workers Union, Local 200, and the Supervisory Employees Association MUNI Transport Workers Union, Local 200, claims classifications, are essentially the same as the old expired MOUs, and the costs of these MOUs are already provided for in City department budgets, approve the proposed resolutions (Files 93-91-14 and 93-91-15).

Because the proposed MOU with the Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC provides for a reduction in the existing Standby Pay rate, approve the proposed resolution (File 93-91-16).

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

04

SF

BOARD of SUPERVISORS

City Hall
San Francisco 94102
554-5184

CALENDAR

NOTICE OF CANCELLED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, September 24, 1991 has been cancelled. The next regular meeting will be October 8, 1991.

John L. Taylor

JOHN L. TAYLOR
Clerk of the Board

POSTED: SEPTEMBER 19, 1991

ADMINISTRATION AND OVERSIGHT COMMITTEE
Board of Supervisors
Room 235, City Hall
San Francisco, CA. 94102

Public Hearing Notice

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, October 8, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-90-25. Consideration of appointment of member to the Adult Day Health Care Planning Council, William H. Pryor (Age group), term expired, for three-year term ending September 30, 1993. (Clerk of the Board)

   Applicant: Sato Hashizume, RN

   ACTION:

2. File 92-91-30. Consideration of appointments to the Adult Day Health Care Planning Council, vice Bob Cowan (Soc. Serv.), George Goodstein, MD (S.F. Med. Soc.), William Bruckner (funct. impaired), Thomas Rickert (transp.), Luz Cancino (age group), Margaret Douglas (age group), Virginia Payongayong (age group), and Gay Kaplan, RN (SF Pub. Health), terms expiring September 30, 1991, for the three-year term ending September 30, 1994.

   Applicants:

   Bob Cowan (Soc.Serv.)
   Sandra Dratler
   Luz Cancino (age group)
   William Bruckner (funct. impaired)

   ACTION:

3. File 92-91-9. Consideration of appointment of member to the Association of Bay Area Governments, General Assembly, vice Supervisor Carole Migden, resigned, for unexpired portion of two-year term ending June 30, 1992. (Clerk of the Board)

   ACTION:

4. File 92-91-14.3. Consideration of appointments to the Emergency Medical Care Committee vice Michael Shafer, M.D. (Emergency Physician), and vice Louis Giancola (West Bay Hospital Conference), both resigned, for the unexpired portion of the three-year terms ending June 30, 1992.

   Applicant:

   Marc A. Snyder,M.D. (Emergency Physician)
   Penny Holland, RN (West Bay Hospital Conference)

   ACTION:

5. File 92-91-14.4. Consideration of appointment to the Emergency Medical Care Committee vice Thomas Jenkins (Emergency Services), resigned, for the unexpired portion of the three-year term ending June 30, 1992. (Clerk of the Board)

Applicant:

Gayle Orr-Smith

ACTION:

6. File 92-91-19. Consideration of appointment of a member to the National Guard Advisory Committee, vice William Urmy, (public at large), term expiring June 30, 1991, for the four-year term ending June 30, 1995. (Clerk of the Board)

Applicant: Major Joseph Tom

ACTION:

7. File 92-91-26. Consideration of appointment to the Hazardous Materials Advisory Committee vice Gerald Grey (Fire Dept.), term expiring July 1, 1991, for four-year term ending July 1, 1995.

Applicant: Captain Gerald Grey (non-resident)

ACTION:

8. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Bonnie Fisher (Hallinan), Patricia Kennedy (Achtenberg), Richard Sorro (Hsieh), Hilary Lamar (Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

Applicant: Francis J. Baron (CA Plant/Hallinan)

ACTION:

9. File 92-91-32. Consideration of appointment of members to the Drug Abuse Advisory Board vice Robert Podesta (law enforcement), Bernard Pechter (public), Wendy Goldberg (public), Jeanie Munich (public) and Stefano Hillman (public), terms expiring October 1, 1991, for the three-year term ending October 1, 1994. (Clerk of the Board)

Applicants:

Wendy Goldberg
Jeanie A. Munich
Stefano Hillman
Jim Boeger
Paula Zimmermann
Stephen T. Fitzhenry
Daniel B. Pickard
Ernest L. Jackson
Tony Leone
Helene Redmond
Michael W. Moore

ACTION:

10. File 92-91-33. Consideration of appointment of member to the Board of Directors, County Supervisors Association of California. (Clerk of the Board)

ACTION:

11. File 123-91-1. [Sidewalk] Ordinance amending Public Works Code, by amending Section 706 thereof, requiring abutting owners to maintain safe condition and establishing liability in tort for failing to maintain in a safe condition. (Public Works Department) FISCAL IMPACT

ACTION:

12. File 54-91-1. [Meeting Schedule] Resolution revising the regular meeting schedule of the Board of Supervisors by cancelling the meetings of December 2, and December 30, 1991. (Clerk of the Board)

ACTION:

13. File 93-91-12. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Building Material and Construction Teamsters Local 216. (Employee Relations Division)

ACTION:

14. File 93-91-14. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200. (Supervisor Kennedy)

ACTION:

15. File 93-91-15. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Supervisory Employees Association Muni Transport Workers Union, Local 200 for claims classifications. (Supervisor Kennedy)

ACTION:

16. File 93-91-16. [Memorandum of Understanding] Resolution ratifying memorandum of understanding with Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A for Units 8-AA, 8-BB, 8-FF, 11-Z and 11-CC. (Supervisor Kennedy)

ACTION:

17. File 39-91-1. [Grand Jury Report] Hearing to consider transmitting 1990-91 Civil Grand Jury Reports of City and County of San Francisco. (Grand Jury)

ACTION:

18. File 98-91-3. [Budget Analyst] Motion exercising the first option set forth in the agreement to provide Budget Analyst services between the Board of Supervisors and Stanton W. Jones and Associates/Debra A. Newman/Rodriquez, Perez, Delgado & Company certified public accountants/Harvey M. Rose Accountancy Corporation certified public accountants/Wallace, Mah & Louis certified public accounts - a joint venture, to extend the term of the agreement from January 1, 1992 to December 31, 1993. (Clerk of the Board)

ACTION:

CLOSED SESSION

19. File 45-91-54. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Dorothy H. Tomlinson and Alfred T. Tomlinson against the City and County by payment of $90,000. (City Attorney) (Superior Court No. 918-326)

    ACTION:

20. File 45-91-55. [Settlement of Lawsuit] Ordinance authorizing settlement of attorneys' fees incurred in connection with racial harassment claims under consent decree against the San Francisco Fire Department, USA v. City and County of San Francisco, Fontaine Davis v. City and County of San Francisco by payment of $268,891.25. (City Attorney)
    (U.S. District Court Nos. C84-1100 MHP and C84-7089 MHP)

    ACTION:

21. File 45-91-56. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Harry Andrews, et al., against the City and County by payment of $20,000. (City Attorney) (Superior Court No. 810-911)

    ACTION:

22. File 45-91-57. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Maria Estrada and Roger Estrada against the City and County by payment of $15,000. (City Attorney)
    (Superior Court No. 908-520)

    ACTION:

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

IMPRORANT HEARING NOTICE

CITY AND COUNTY  OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST
1390 MARKET STREET, SUITE 1025
SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 3, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: October 8, 1991 Administration and Oversight Committee Meeting

Item 11 - File 123-91-1

1. Ordinance amending Article 15 of the San Francisco Municipal Code (Public Works Code) by amending Section 706 thereof, requiring abutting owners to maintain safe conditions and establishing liability in tort for failing to maintain a safe condition.

2. Section 706 of the San Francisco Municipal Code (Public Works Code) currently requires that the owners of lots immediately adjacent to any portion of a public street, avenue, alley, lane, court or place maintain the sidewalks, fronting or adjacent to their property in good repair and condition. The proposed ordinance would also provide that "any person who suffers injury or property damage as a legal result of the failure of the owner to maintain the sidewalks and sidewalk areas shall have a cause of action for any injuries or property damage against the property owner for any damages the owner may be required to pay any judgement or settlement of any claim that results."

3. Ms. Kimberly Reiley of the City Attorney's Office reports that under the current guidelines of the San Francisco Municipal Code, property owners cannot be held liable for any injuries or property damages sustained on any portion of a lot immediately adjacent to a public street, avenue, alley, lane, court or sidewalk, and therefore the City could be held liable. Approval of the proposed ordinance would result in the property owners and not the City being held liable. Mr. Michael Haase of the Department of Public Works (DPW) Claims Division reports that currently DPW Street Inspectors respond to complaints and do routine sidewalk surveys. If defective sidewalks are found, the fronting property owner is issued a notice to repair the sidewalk. Mr. Haase states that the proposed ordinance would not change the way the DPW currently maintains sidewalks. The proposed ordinance would only hold property owners as liable for any claims by a third party as a result of injuries or property damages sustained.

4. Mr. Haase reports that the following claims have been settled against the City as a result of injuries or property damage sustained on public sidewalks:

Fiscal Year	No. Cases	Amount of Settlement against City*
1984-85	20	$110,927
1985-86	32	170,010
1986-87	40	209,468
1987-88	41	325,333
1988-89	46	188,169
1989-90	40	249,434
1990-91	48	386,163
Total:	267	$1,639,504

* The source of funds for these settlements against the City is the General Fund.

5. As reflected above, the City has incurred direct expenses of $1,639,504 over the past seven years for settling claims against the City for such injuries or property damage. These costs do not include the Department of Public Works and City Attorney staff time to investigate and negotiate these settlements with the individual claimants.

6. Mr. Haase indicates that although the number of cases which could occur in the future against the City cannot be determined, it is likely that the proposed ordinance would provide a significant cost savings to the City. Over the past seven years, the proposed ordinance would have resulted in an annual average savings of $234,215 to the City.

Recommendation

Approve of the proposed ordinance.

Items 13, 14, 15, and 16 - Files 93-91-12, 93-91-14, 93-91-15, and 93-91-16

Note: In order to isolate Memorandum of Understanding (MOU) provisions that result in a budgetary impact over current conditions, we have concentrated on cost provisions that represent changes from the current Memoranda of Understanding. Provisions that have an existing cost impact to the City would be accounted for in existing City departmental budgets. Furthermore, although these four MOUs specify a beginning date of July 1, 1991, the MOUs would become effective upon ratification by the Board of Supervisors. Existing provisions would remain in effect until these new MOUs are ratified by the Board of Supervisors.

Item 13 (File 93-91-12) is a proposed resolution Ratifying a Memorandum of Understanding between the Building Material and Construction Teamsters Local 216 and the City and County of San Francisco.

This proposed MOU with the Building Material and Construction Teamsters Local 216 simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1993, with the following exceptions:

1) MOU provisions on overtime have been changed to adhere to standards mandated by the Fair Labor Standards Act.

2) The new MOU provides for a pilot "4/10" program in the Department of Public Works, Bureau of Street Cleaning, whereby employees may work a four-day, ten-hour workday, work-week. The Program would be evaluated by the City and the Union for a period to be determined through meet and conferral.

3) The new MOU provides for a procedure to resolve disputes regarding the assignment of truck driving work. Disputes would be resolved through a meeting between the union and the Department and chaired by a representative of the Civil Service Commission. Any unresolved disputes would be referred to a Board of Adjustments, consisting of two representatives, each, from the union and the City. If the Board of Adjustments cannot resolve a dispute over the assignment of truck driving work, the dispute would be settled through binding arbitration.

Comments

1. According to Mr. Clifford Gates of the Employee Relations Division of the Mayor's Office, the new MOU provisions regarding overtime pay would result in reduced overtime costs to the City. In the past, truck drivers received overtime pay for working on Saturdays and Sundays, whether or not the employees worked full 40-hour work weeks for the City. Since the new MOU conforms to the overtime provisions of the Fair Labor Standards Act, truck drivers covered by this MOU would not receive, in all instances, overtime pay for working on Saturdays and

Sundays. The Budget Analyst notes that the new overtime provisions may decrease overtime expenditures.

2. Mr. Gates states that the new dispute resolution procedures would save the City time and money, because the arbitration process avoids possible court litigation. Under the old MOU, the Civil Service Commission determined the assignment of truck driving work through job classification and re-classification. If the union disagreed with the Civil Service Commission's determination, the union could seek remedy through a civil law suit. The new MOU provides for a dispute resolution process that ultimately ends in binding arbitration. Mr. Gates further states that the City would incur a cost of any arbitration proceedings. However, these arbitration costs would probably be less than the cost of a civil law suit, according to Mr. Gates. While the proposed new dispute resolution may prove less costly, the Budget Analyst notes that such a procedure is a new policy. Therefore, this proposed MOU is a policy matter for the Board of Supervisors.

Item 14 (File 93-91-14) is a proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association MUNI Transport Workers Union, Local 200, and the City and County of San Francisco.

This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 200 simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995.

The proposed MOU does not include provisions for claims classifications, which the City and the Union have agreed to separate into a new employee group. A new MOU with the claims classifications is the subject of Item 15 (File 93-91-15), below.

Item 15 (File 93-91-15) is a proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Supervisory Employees Association MUNI Transport Workers Union, Local 200, for Claims Classifications, and the City and County of San Francisco.

This year, the City and the Supervisory Employees Association MUNI Transport Workers Union, Local 200 agreed to place those employee positions that are located in the Public Utilities Commission's Finance Bureau, Claims Division, into a separate employee group within Local 200. This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 200, for claims classifications, simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995, as they pertain to claims classifications employed by the Public Utilities Commission in its Finance Bureau, Claims Division.

Item 16 (File 93-91-16) is a proposed resolution Ratifying a Memorandum of Understanding between the Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC, and the City and County of San Francisco.

This year, the City and the Transport Workers Union, Local 250-A agreed to place those employee positions not located in the Public Utilities Commission, or the Municipal Railway, into separate employee units within Local 250-A. These newly created employee units represent various classifications of Disease Control Investigators, Environmental Health Inspectors, Zoologists, Museum Conservators, and Curators.

This proposed MOU between the City and County of San Francisco and the Supervisory Employees Association MUNI Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC, simply extends the same provisions included in the expiring MOU, for the period July 1, 1991, through June 30, 1995, as they pertain to classifications of Disease Control Investigators, Environmental Health Inspectors, Zoologists, Museum Conservators, and Curators.

Comments

The Employee Relations Division reports that one provision of this proposed MOU has been changed, which would have a financial impact on the City. The proposed MOU would reduce Standby Pay from the previous rate of 25 percent of the base rate of pay to 10 percent of the base rate of pay for eligible classifications. Mr. Gates states that, in the past, employees would receive the 25 percent premium for remaining on-call at home when emergency circumstances warrant an immediate response to the worksite. Under the new provision, employees would receive a 10 percent premium, instead of the old 25 percent premium, when the Department provides an electronic paging device (beeper), which would allow the employee to remain on standby under less restrictive circumstances.

According to Mr. Mark Goldstein of the Department of Public Health, only one position within the 6122 Senior Environmental Health Inspector classification has used the Standby Pay provision in the past, at a cost of approximately $13,320, annually (1,846 hours multiplied by an hourly rate of $28.8625, at the top step, multiplied by the old premium of 25 percent). None of the other classifications under this MOU have used Standby Pay in the past. Under the new "beeper" premium of 10 percent of the base rate of pay, the cost of the premium would be approximately $5,328, which is $7,992 less than the cost of the old premium of 25 percent. The actual cost of the new premium pay and the related savings from the old premium pay, however, would depend on the number of classifications that would receive the premium, and the actual number of hours worked to which the premium is applied.

Recommendations

The proposed resolution (File 93-91-12) ratifying the MOU, including changes, with the Building Material and Construction Teamsters Local 216, is a policy matter for the Board of Supervisors.

Because the MOUs with the Supervisory Employees Association MUNI Transport Workers Union, Local 200, and the Supervisory Employees Association MUNI Transport Workers Union, Local 200, claims classifications, are essentially the same as the old expired MOUs, and the costs of these MOUs are already provided for in City department budgets, approve the proposed resolutions (Files 93-91-14 and 93-91-15).

Because the proposed MOU, including changes, with the Transport Workers Union of America, AFL-CIO and Transport Workers Union, Local 250-A, for Units 8-AA, 8-BB, 8-FF, 11-Z, and 11-CC results in no increased cost to the City, approve the proposed resolution (File 93-91-16).

Item 17 - File 39-91-1

1. This item is a hearing to consider transmitting the 1990-91 Civil Grand Jury Reports of the City and County of San Francisco.

2. The 1990-91 Civil Grand Jury's recommendations from the Final Reports concerning Budget, Emergency Preparedness, City Land Use, Youth and Children, the Office of Citizens Complaints, Homeless Shelters, the Human Rights Commission, Jails, and the Grand Jury Process are as follows:

Budget

a. Job classifications and the Salary Standardization Ordinance should be reevaluated. The study should assess reasons why San Francisco job classes have salaries higher than similar jobs at other government levels.

b. Measures should be taken to change the Charter-mandated use of private-sector salaries to determine City salaries.

c. A representative of the Controller should be present at the Civil Service Commission review of salary adjustments, and a report on salary adjustment decisions should accompany recommendations to the Board of Supervisors.

d. Two or more performance audits should be conducted each year by the Internal Audits Division of the Controller's Office.

e. The Grand Jury reports that performance is not considered in the current process of promotions and raises for City employees. Rather, seniority is the sole criterion. Therefore, the Grand Jury recommends that productivity standards be structured and enforced in every department.

f. The Grand Jury reports that the salary range for any given position is 20 percent (i.e., Step V is 20 percent more than Step I). The Grand Jury further reports that this restriction does not allow for incentive wage increases. Therefore, the Grand Jury recommends that the 20 percent salary range be more flexible.

g. The Grand Jury reports that City employees are promoted to management positions because of seniority, often without management skills or training. Therefore, the Grand Jury recommends that managers be better trained.

h. A City-wide system for tracking positions, personnel, and job vacancies (that is, a Position Control System) should be established.

i. The Charter should be revised so departments that raise costs are responsible for finding money to cover those new costs.

Emergency Preparedness

a. Additional equipment for the Fire Department should be provided. The Fire Department should be provided information about resources available in an emergency.

b. City employees should be made aware that they may be required to work additional hours or outside of their classifications during an emergency.

c. Self-sufficiency training should be more readily available to residents of San Francisco.

d. Coordination and assignment of volunteers needs improvement.

e. Equipment of City departments should be made available to the Fire Department during an emergency. An inter-agency equipment network should be formed.

City Land Use

a. A common and comprehensive land-use policy should be developed, including priorities, procedures for acquisition, sale, leasing, development, clear delineation of administration and oversight responsibilities.

b. Departments should use City Planning for planning and tactical support in land use projects. Property management and development should not be conducted independently in every department.

c. An inventory of City-owned land, including a listing of leased properties, should be accessible and organized by use (vacant lot, park, etc.)

Youth and Children

a. Procedures within the Juvenile Probation Department should be clearly defined and stated.

b. Youthful offenders should be held at the Youth Guidance Center rather than placed in group homes because of overcrowding, so that they may be held accountable for their actions.

c. Secure facilities should be raised to a reasonable, humane standard.

d. According to their mandate, the Juvenile Justice Commission should investigate and report on the condition of group homes in San Francisco.

e. The Juvenile Probation Department and the Department of Social Services should share an accurate and current database of group homes.

f. In-services for staff of group homes should be implemented to improve inter-departmental communication, to increase understanding of staff responsibilities, and to share information.

g. Top agency staff, probation officers, and private agencies providing shelter to youth awaiting placement should discuss mutual concerns.

Office of Citizens Complaints (OCC)

a. An office manager should be hired. Staff should be computer literate. Clerical and support staff should be organized more efficiently.

b. Correspondence should be in plain English. Complainants should be routinely informed of the status of their complaints.

c. The OCC, not the Police Department, should prosecute citizen complaint cases.

d. The OCC should initiate a program to improve community awareness of the complaint and review process.

e. A system of arbitration should be implemented so less serious complaints can be mediated without time-consuming investigation and prosecution.

f. Unused, budgeted funds should be used to hire and train more investigators.

g. Statistics on officers appearing repeatedly in citizen complaints should be compiled and distributed to the Police Department upper management and Police Commission.

Homeless Shelters

a. The Mayor's Office should monitor the progress of the Multi-Service Centers more closely. There should be deadlines for completion of renovations. Renovations should be given highest priority without sacrificing essential programs.

b. More showers should be installed in each Multi-Service Center.

c. More staff should be hired. Guests should help with responsibilities at the shelters.

Human Rights Commission (HRC)

a. The HRC should be reduced in size. Members should be selected to achieve a balance of skills, knowledge, and vision.

b. Brochures in several languages should be distributed to neighborhood centers, libraries and organizations to publicize the HRC. Staff should be readily available in a central location. HRC staffs' English language proficiency should be improved.

c. Regular statistical reports should be distributed to key people. Other printouts should be generated only on demand.

d. The HRC should be the central agency of first resort. The Mayor's Affirmative Action Task Force should be disbanded. HRC should refer cases to other agencies when appropriate. Administrative support functions should be shared with related commissions.

e. Cases should be monitored for importance and merit.

f. Forms should be simplified and reduced to a minimum.

g. The contract review committee should include one member from private industry or a non-public organization.

h. Highly paid staff should be reduced. Clerical staff should perform many computer functions currently performed by highly paid staff.

Jails

a. The San Francisco Jail Management Plan will require the continued commitment and cooperation of each of the involved agencies.

b. Future Civil Grand Juries should monitor the progress of the Plan.

c. The proposed Jail Population Manager must be given the full cooperation of all agencies represented by the Criminal Justice Administrators Group. The Jail Population Manager should be independent of the Sheriff's Department.

d. The Jail Population Manager should create mechanisms to alert the Sheriff and the Criminal Justice Administrator's Group if the Plan's projected bed savings assumptions are not being met.

Grand Jury Process

a. The Grand Jury should be granted a budget to cover expenses incurred by committees. A treasurer should be named whether or not a budget is granted.

b. An orientation program, including an overview, training in investigative techniques, information regarding City resources, a one-hour Charter survey, and meetings with various City officials, should be implemented. When an alternate replaces a resigned juror, a special orientation should be scheduled.

c. A more suitable meeting room should be found.

d. The next Grand Jury may wish to study fewer subjects, and organize committees so that each has at least four members.

e. Although the present one-year term is fixed by law, a two-year period of service could make a more thorough study possible.

Comments

1. Each City agency affected by the Grand Jury Report was given an opportunity to respond. These responses are in the file.

2. The Grand Jury Report does not include cost estimates for implementing the proposed reforms.

Item 18 - File 98-91-3

1. The proposed motion is for purposes of exercising the first option set forth in the previously approved agreement to provide Budget Analyst services between the Board of Supervisors and the Joint Venture consisting of Stanton W. Jones and Associates/Debra A. Newman/Rodriguez, Perez, Delgado & Company Certified Public Accountants/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louie Certified Public Accountants. The proposed option would extend the term of the agreement from January 1, 1992 to December 31, 1993.

2. The Budget Analyst has determined that the proposed motion to extend the terms of this agreement through December 31, 1993 would have a fiscal impact. The budget approved by the Board of Supervisors for Fiscal Year 1991-92 for the Joint Venture to provide Budget Analyst services to the Board is $1,153,290. This is the same amount as the budget for Fiscal Year 1990-91. There is no budgetary increase for Fiscal Year 1991-92 because, in accordance with the provisions of the Board's agreement with the Joint Venture, any increase must be based on the average percentage increase granted to 'Miscellaneous' employees under the City's Salary Standardization Ordinance approved by the Board of Supervisors. Since all Salary Standardization increases were frozen for Miscellaneous employees for Fiscal Year 1991-92, no increase was provided to the Joint Venture.

3. To continue full implementation of the Board's Minority Business Enterprise (MBE), Women Business Enterprise (WBE) ordinance, the Budget Analyst services are provided under a Joint Venture Agreement between the Board of Supervisors and Stanton W. Jones and Associates (MBE)/Debra A. Newman (WBE)/Rodriguez, Perez, Delgado & Company Certified Public Accountants (MBE)/Harvey M. Rose Accountancy Corporation Certified Public Accountants/Wallace, Mah & Louie Certified Public Accountants (MBE). These MBE and WBE firms are registered with the Human Rights Commission. In accordance with the Board of Supervisors previously approved MBE/WBE Department Action Plan, 40 percent of all funding to provide Budget Analyst services is allocated to the above-named MBE/WBE firms.

4. A copy of the Controller's 1991-92 Proposition "J" cost certification report previously approved by the Board of Supervisors, on the Budget Analyst services to be provided by the Joint Venture to the Board of Supervisors for Fiscal Year 1991-92 is attached to this report (Attachment I).

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

City and County of San Francisco
Office of Controller

February 6, 1991

Honorable Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, California 94102

Attention: John L. Taylor
Clerk of the Board

Re: Contracting for Budget Analyst Services

Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for Budget Analyst Services have been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can practically be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. A statement of projected costs and estimated savings for the year commencing July 1, 1991 is attached for your review.

The requirements of Charter Section 8.300-i relative to the Controller's finding that work can practically be performed by contract for the year 1991-92 have been satisfied. To complete the requirements of the Charter, it will be necessary for your department to secure approval by resolution of the Board of Supervisors before formal contract documents for an annual period can be certified by my office.

Very truly yours,

Samuel D. Yockey
Controller

RY:ac(85GEN82)

Enclosure

cc: Maggie Jacobsen
Employee Relations
Harvey Rose, Budget Analyst ✓
c/o Board of Supervisors
Marvin Geistlinger
Purchaser

Room 109, City Hall
San Francisco 94102

Board of Supervisors
Budget Analyst Services
Comparative Costs of City and Contractual Services
1991-92

City Services		
Personnel salaries	$1,028,038	
Employee benefits	255,024	
		$1,283,062
Other expenses		
Office rent	$ 34,650	
Contractual services	26,179	
Equipment and supplies	10,843	
Materials and supplies	2,608	
Overtime & premium pay	3,725	
		78,005
Cost of City services		$1,361,067
Contractual Services		
Harvey M. Rose Accountancy Corp.		1,169,436
Estimated savings		$ 191,631

Note: Personnel costs are based on an eighteen (18) person staff at the 5th step.

RY:ac(85GEN83)

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department Board of Supervisors

Contract Services Budget Analyst

For the term starting approximately July 1, 1991 through June 30, 1992

1) Who performed services prior to contracting out?

Bureau of the Budget

2) Number of City employees laid off as a result of contracting out?

None

3) Explain dispositon of employees if they were not laid off.

Two were transferred to other City departments; balance resigned in order to be hired by the contractor.

4) What percent of a City employee's time is spent on services to be contracted out?

All Bureau of the Budget positions were full-time

5) How long have the services been contracted out?

12 years, since January 1, 1979.

6) When was the first fiscal year for a Proposition J certification?

FY 1978-79

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor
Department Representative
554-5184
Telephone

RY:ac(85GEN60)

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, October 22, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-14. Consideration of appointment of members to the Emergency Medical Care Committee vice Richard Angotti (S.F. Ambulance), Richard Allen (SFFD), Joseph Calabro, D.O. (U.S. Govt. Hospital), Kathleen Gulf, RN (Provider), and Capt. William Dwyer (CHP), terms expiring June 30, 1991, for the three-year term ending June 30, 1994. (Clerk of the Board)

   Applicants:

   Capt. William Dwyer (CA. H.P.) non-resident
   Sis. Kathleen Kearny (Provider)
   Richard F. Angotti (SFAM) non-resident
   Dr. Deborah J. Owen (SFFD)

   ACTION:

2. File 92-91-14.3. Consideration of appointments to the Emergency Medical Care Committee vice Louis Giancola (West Bay Hospital Conference), resigned, for the unexpired portion of the three-year term ending June 30, 1992. (Clerk of the Board) (Continued from 10/8/91)

   Applicant:

   Penny Holland, RN (West Bay Hosp. Conf.)

   ACTION:

3. File 92-91-31. Consideration of appointment of members to the Delinquency Prevention Commission vice Ron Sugiyama (Board) and Thomatra Scott (Supervisor Kennedy), terms expiring September 30, 1991, for the four-year term ending June 30, 1995*. (Board of Supervisors)
   *(Corrected error made in 1987 on expiration date).

   Applicant:

   Ron Sugiyama

   ACTION:

4. File 92-91-34. Consideration of appointment to the Handicapped Access Appeals Board, vice Roslyn Baltimore, term expiring November 1, 1991, for the four-year term ending November 1, 1995. (Clerk of the Board)

   Applicant:

   Roslyn Baltimore

   ACTION:

5. File 30-91-20. [San Francisco County Adult Day Health Plan] Resolution authorizing approval of amendments to the San Francisco County Adult Day Health Plan. (Department of Public Health)

ACTION:

6. File 106-91-5. [Salary and Wage Division] Resolution authorizing Civil Service Commission to expend funds to conduct the 1992-93 Salary Survey. (Civil Service Commission)

ACTION:

7. File 200-91-5. [Appointment of Members] Resolution approving appointment of members of the Seismic Investigation and Hazard Survey Advisory Committee by the Director of Public Works with the approval of the Chief Administrative Officer. (Department of Public Works)

ACTION:

CLOSED SESSION

8. File 45-91-58. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Maria Olivia Castro against the City and County by payment of $22,000. (City Attorney)
(Superior Court No. 909-432)

ACTION:

9. File 45-91-59. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Jon Lentz against the City and County of San Francisco by payment of $25,000. (City Attorney)
(Superior Court No. 914-413)

ACTION:

10. File 45-91-60. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Dorsey Redland against the City and County of San Francisco by payment of $25,000. (City Attorney)

ACTION:

11. File 48-91-8. [Settlement of Attorney's Fees Claim] Ordinance authorizing settlement of attorney's fees claim against the City and County of San Francisco by payment of $198,000. (City Attorney)
(U.S. District Court No. C84-6899 TEH;
(U.S. Court of Appeals for the Ninth Circuit 85-2420).

ACTION:

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST
1390 MARKET STREET, SUITE 1025
SAN FRANCISCO, CALIFORNIA 94102 · TELEPHONE (415) 554-7642

October 17, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst - Recommendations

SUBJECT: October 22, 1991 Administration and Oversight Committee Meeting

Item 5 - File 30-91-20

1. The proposed resolution would authorize approval of amendments to the San Francisco County Adult Day Health Plan.

2. State statutes and regulations require counties to amend the County Adult Day Health Care Plan whenever service area boundaries need to be changed, as recommended and approved by the local Adult Day Health Planning Council.

3. The Adult Day Health Planning Council is appointed by the County Board of Supervisors and approved by the State Department of Aging to plan for organized day programs of therapeutic, social and health activities and services provided to elderly persons or other persons with functional impairments either physical or mental, for the purpose of restoring or maintaining optimal capacity for self-care. Ms. Cynthia Selmar, Director of Senior Health Services at the Department of Public Health (DPH) reports that the Planning Council does not receive any cash allocations from the City, but rather, the City contributes only in-kind services through budgeted personnel who serve as representatives on the Planning Council. Members on the Planning Council include senior citizens, a representative from the Center for Independent Living and City representatives from the DPH, the Department of Social Services, the Public Utilities Commission, and the Commission on the Aging.

4. The Adult Day Health Planning Council proposes to amend the San Francisco County Adult Day Health Care Plan to provide continuum HIV Services to ARC/AIDS clients. Ms. Selmar indicates that this amendment would enable the Adult Day Health Plan to target a specialized population. Ms. Selmar

also indicates that the proposed amendment would be the only State-mandated continuum HIV service plan for senior citizens in the State.

5. The current San Francisco County Adult Day Health Care Plan divides San Francisco into eight adult day health service areas. Attachment 1 contains the present service areas and Attachment II contains the proposed service areas. The following service areas are part of the current Adult Day Health Care Plan:

Service Area	Location
1	Chinatown and North Beach
2	Western Addition, Hayes Valley, and the Marina
3	Richmond District
4	North and South of Market
5	Mission District
6	Visitation Valley, Ingleside and the Outer Mission District
7	Sunset and Park Merced Districts
8	Bayview, Hunters Point and Potrero Hill

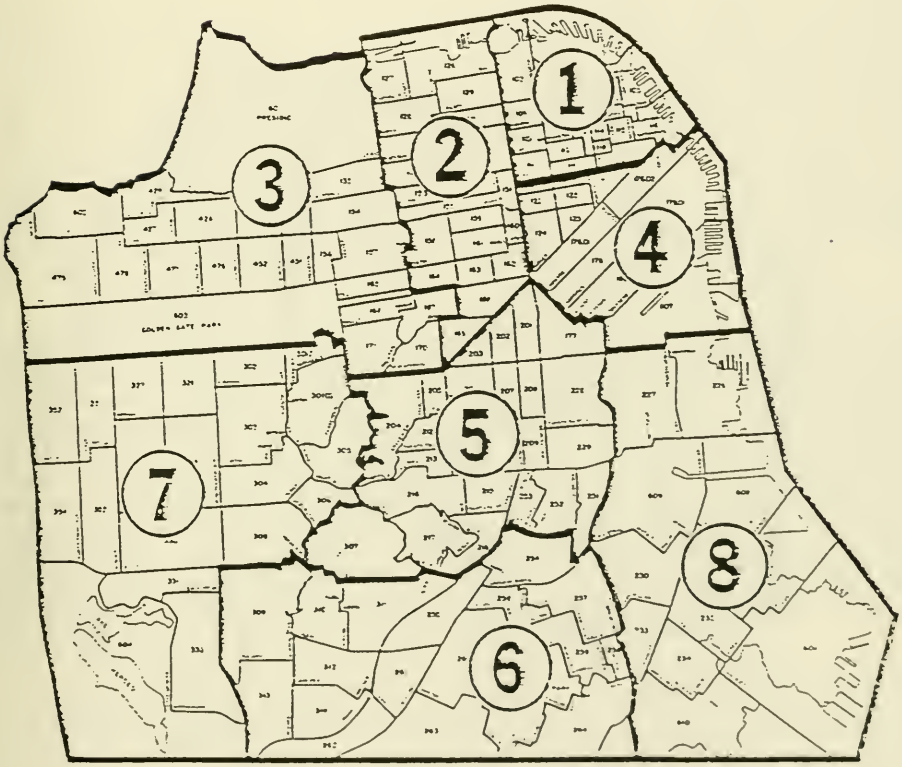
6. The proposed resolution would amend the current Adult Day Health Care Plan by (1) eliminating Service Area 3 (Richmond District) and (2) by expanding the service areas currently covered under Service Area 2 (the Western Addition, Hayes Valley, the Marina) and Service Area 7 (Sunset and Park Merced Districts) to cover the proposed eliminated Service Area 3 (Richmond District). Ms. Selmar reports that under the current plan, the provider for Service Area 3 (Richmond District) is Garden Sullivan Hospital. However, Ms. Selmar states that Garden Sullivan Hospital closed in 1983, and its closure was not announced until after the Plan was formulated. Ms. Selmar indicates that Adult Day Health Services for Service Area 3 have been informally provided services from Service Area 2 and Service Area 7 since 1983. The providers for Service Area 2 is the Mt. Zion/Ruth Ann Rosenberg Adult Day Health Center (San Francisco Institute on Aging), a non-profit organization. The provider for Service Area 7 is Laguna Honda Hospital Adult Day Health Center. Ms. Selmar indicates that because seniors living in Service Area 3 have been traveling to either Mt. Zion/Ruth Ann Rosenberg Adult Day Health Center (San Francisco Institute on Aging) or the Laguna Honda Hospital Adult Day Health Center since 1983, the proposed amendment would not affect the level of services offered at these facilities. Ms. Selmar notes that both of the proposed amendments would be absorbed within the provider's existing budgets.

7. As noted above, the Adult Day Health Planning Council does not receive any cash funds from the City, but rather the City only contributes in-kind personnel services for the representatives which serve on the Council. In addition, Ms. Selmar indicates that the proposed amendments to the Health Plan would have no fiscal impact to the City.

Recommendation

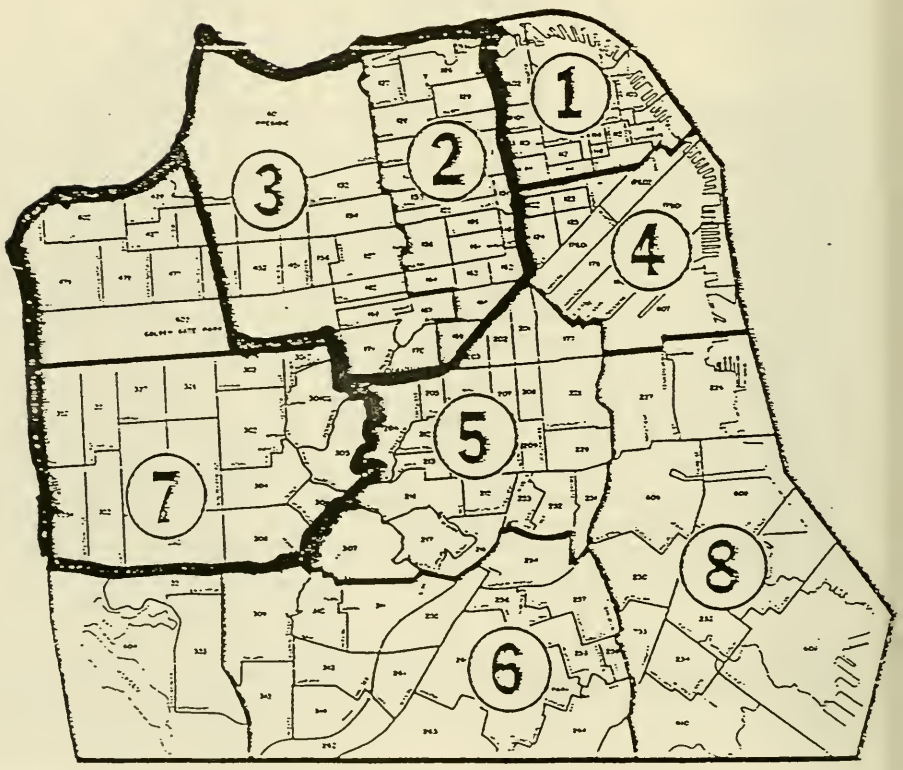
Approve the proposed resolution.

SAN FRANCISCO ADULT DAY HEALTH SERVICE AREAS (Present Areas)



Service area boundaries follow the census tracts with two exceptions: The dividing line between area 4 and 1 is Sutter Street; and, the dividing line between area 6 and 8 is the James Lick Freeway.

SAN FRANCISCO ADULT DAY HEALTH SERVICE AREAS (Proposed Areas)



Service area boundaries follow the census tracts with two exceptions: The dividing line between area 4 and 1 is Sutter Street; and, the dividing line between area 6 and 8 is the James Lick Freeway.

Item 6 - File 106-91-5

1. The proposed resolution would authorize the Civil Services Commission to expend budgeted funds in the amount of $89,500 to conduct the salary survey for salary standardization for fiscal year 1992-93.

2. Salary Standardization Procedure

The Civil Service salary standardization procedure with respect to Miscellaneous positions operates under the general guidelines of Section 8.401 of the City Charter. This Section provides that City and County Miscellaneous employees be paid "...in accord with the generally prevailing rates of wages for like service and working conditions in private employment or in other comparable governmental organizations in this state." Section 8.407 applies to all employees covered by Section 8.401 and provides a set procedure and a mathematical formula by which wages for those employees will be set. The procedure requires that data on wages paid for comparable employment be collected from five Bay Area counties (Marin, San Mateo, Santa Clara, Alameda, and Contra Costa), from the ten most populous cities in those counties, from other public jurisdictions in the Bay Area (including the State and Federal governments), and from the private sector. Should Civil Service staff determine that insufficient data exist, out-of-Bay Area data may be acquired, provided that the jurisdiction surveyed employs 3,000 or more persons.

Section 8.407 provides the basis for the wage and salary survey conducted to establish wage rates for Miscellaneous City and County employees. The survey is based on "benchmark" classes which are considered to be key classes within occupational groupings. Survey data on wages and salaries are collected for positions judged comparable to the benchmark classes in other jurisdictions and in the private sector. If the prevailing wage, as determined by the survey, is above the wage paid by the City and County, a wage increase for the affected class is warranted; if the prevailing wage is below that paid by the City and County, no wage increase is warranted. In general, if the Civil Service Commission recommends a benchmark class for an increase, all classes tied to the benchmark class will be recommended for a corresponding increase; if the benchmark class is not recommended for an increase, none of the classes tied to that benchmark class will be recommended for a wage increase.

Subsequent to releasing the preliminary salary survey, notices are distributed to employees and employee groups regarding the procedure for requesting adjustments to the recommendations. These internal adjustment requests are analyzed by the Civil Service Commission. Where appropriate, internal salary adjustments over those indicated by the survey are incorporated into the salary recommendations. The amended recommendations are made available at a public hearing after which they are submitted to the Board of Supervisors.

The Commission updates the salary survey each year in an effort to comply with the Charter's provision (contained in Section 8.407) that salaries be set in accordance with the "prevailing rates" in other jurisdictions. The Charter does not require the survey update. For purposes of setting the salaries for San Francisco employees, however, the Civil Service Commission has defined "prevailing rate" as that rate effective July 1 of the corresponding fiscal year in other jurisdictions. With this definition, the preliminary survey must be updated after the July 1 salaries in other jurisdictions have been determined. In a letter of opinion dated February 16, 1977, the City Attorney concurred with the concept of using July 1 salaries as the "prevailing rate" for purposes of setting San Francisco salaries.

3. Charter Section 8.401 governs in part the method of setting salaries for positions within the City and County service and provides the following:

> "Not later than January 15th, 1944 and every five years thereafter and more often if in the judgement of the Civil Service Commission or the Board of Supervisors economic conditions have changed to the extent that revision of existing schedules may be warranted in order to reflect current prevailing conditions, the Civil Service Commission shall prepare and submit to the Board of Supervisors a schedule of compensation as in this section provided."

4. The following is a tabulation of general increases in salaries since the updated salary survey for fiscal year 1991-92 in the majority of the public jurisdictions from which the Civil Service Commission collect salary data under the provisions of the Charter:

Public Jurisdictions
Salary Increases Since March of 1991

Marin County	6.0%
Contra Costa County	0.0%
Alameda County	4.5%
Santa Clara County	3.0%
San Mateo County	6.0%
State of California	0.0%
City of San Jose	5.0%
City of Oakland	3.0%

The Bureau of Labor Statistics (BLS) has reported an approximate average 4.2 percent annual increase in wages in private employment in the greater Bay Area during the past year through June of 1991.

5. Mr. Pat Finney of the Civil Service Commission estimates that the above increases since March of 1991 would result in increases for the City's Miscellaneous employees of approximately 2.5 to three percent. Given the fact that City employee salaries were not increased by an average of 5.6 percent for FY 1991-92, the total current salary increase would be approximately 8.1 to 8.6 percent. It should be noted, however, that historically the results of the final salary survey, released in March of each year, indicate that the actual percentage increase is significantly more than the percentage estimate resulting from the preliminary survey. The Civil Service Commission found that a review of the tabulation of Bay Area salary increases and BLS certifications disclosed that increases in salaries in other jurisdiction are sufficiently significant to warrant a salary survey of public jurisdictions and private employment in order to make salary recommendations for fiscal year 1992-93.

Comments

1. This will be the ninth year in which the private sector portion of the salary survey will be provided by contract through the State Personnel Board with the Joint Powers Agency consisting of the City of Anaheim, Hayward Unified School District, County of Sacramento, Sacramento Utilities District, and the County of Sonoma. (Charter Sections 8.401 and 8.407 require the Commission to collect such data from "recognized governmental Bay Area salary and wage surveys of private employers...") Commission staff report that the cost of the contract with the Joint Powers Agency will be $84,000 including a salary survey update which may be done later in the fiscal year. The Commission's 1991-92 budget for all Charter-required surveys, including uniformed members of the Police and Fire Departments, Registered Nurses and Transit Operators as well as Miscellaneous employees, totals $89,500. The remaining funds in the amount of $5,500 would be used to staff field work, mail questionnaires, telephone use including long distance, printed forms and salary survey books, additional printing costs associated with the salary standardization ordinances and follow-up contacts with surveyed agencies.

2. In FY 1991-92, the City rejected the Salary Standardization Ordinance and imposed a wage freeze in order to eliminate a projected budgetary shortfall. In exchange for the wage freeze, the employee unions entered into Memoranda of Understanding with the City, which required the placement of Proposition B on the November, 1991 ballot. Proposition B is a Charter amendment that will require the City to negotiate, through collective bargaining, wages, hours, benefits and working conditions for Miscellaneous employees. Collective bargaining would begin in FY 1992-93.

3. Furthermore, the various Memoranda of Understanding with the employee unions specify that the City shall approve the Salary Standardization Ordinance for FY 1992-93 as it would apply under Charter Sections 8.401 and 8.407. The estimated cost of Salary Standardization for all employees for FY 1991-92 would have been $75.8 million, including $60.4 million in General Fund costs. If the cost of Salary Standardization in FY 1992-93 is comparable to FY 1991-92, then the total cost of Salary Standardization in FY 1992-93 for all employees would be approximately $151.6 million, including $120.8 million in General Fund costs.

Recommendation

Approve the proposed resolution.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, November 12, 1991 - 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-14.6. Consideration of appointment of member to the Emergency Medical Care Committee vice David Werdegar, M.D. (DPH), for the unexpired portion of the three-year term ending June 30, 1992. (Clerk of the Board)

   Applicant:

   Myra Snyder, Ed.D. (DPH)

   ACTION:

2. File 92-91-27. Consideration of appointments to the Park and Open Space Advisory Committee vice Patricia Kennedy (Achtenberg), Richard Sorro (Hsieh), Hilary Lamar (Britt), terms expiring July 15, 1991, for two-year terms ending July 15, 1993.

   Applicant:

   Barbara A. Judy (Urban Gardners/Achtenberg)

   ACTION:

3. File 92-91-30. [Appointments] Consideration of appointments to the Adult Day Health Care Planning Council, vice George Goodstein, MD (S.F. Med. Soc.), Thomas Rickert (transp.), Margaret Douglas (age group), Virginia Payongayong (age group), and Gay Kaplan, RN (SF Pub. Health), terms expiring September 30, 1991, for the three-year term ending September 30, 1994.

   Applicant:

   Gay Kaplan, RN (S.F. Pub. Health) non-resident

   ACTION:

4. File 106-91-6. [Salary and Wage] Resolution fixing highest generally prevailing wage rates, private employment on public contracts. (Civil Service Commission)

   ACTION:

CLOSED SESSION

5. File 45-91-60. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Dorsey Redland against the City and County of San Francisco by payment of $25,000. (City Attorney)

   ACTION:

6. File 45-91-61. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Yolanda Terry against the City and County of San Francisco by payment of $12,000. (City Attorney) (Municipal Court No. 001-033)

   ACTION:

7. File 45-91-62. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Helen Hendricks against the City and County of San Francisco by payment of $17,441.76. (City Attorney) (Superior Court No. 905-894)

   ACTION:

Administration and Oversight Committee
Board of Supervisors
Room 235, City Hall
San Francisco, CA. 94102

IMPORTANT HEARING NOTICE

CITY AND COUNTY OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST
1390 MARKET STREET, SUITE 1025
SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

November 8, 1991

TO: Administration and Oversight Committee

FROM: Budget Analyst -Recommendations

SUBJECT: November 12, 1991 Administration and Oversight Committee Meeting

Item 4 - File 106-91-6

Department: Civil Service Commission

Item: Resolution fixing highest generally prevailing wage rates, for private employment on public contracts.

Description: The proposed resolution would determine that the highest general prevailing rate of wages paid for private employment on City contracts to various craft workers is as set forth in (a) the General Prevailing Wage Determination survey made by the Director of Industrial Relations of the State of California for all craft workers except Garage Attendants and (b) the agreement between Parking Employers and Teamster Automotive Employees, Local 665 for Garage Attendants.

Charter Section 7.204 requires that contracts for public works or improvement involving construction or fabrication shall provide for the payment of the highest prevailing wage rates to all persons performing labor under such contracts.

Section 6.37 of the City's Administrative Code gives authority to the Board of Supervisors to fix and determine the highest general prevailing wage rates. To assist the Board in the determination of these wage rates, the Civil Service Commission is required to furnish, on an annual basis, data as to the highest general prevailing rate of wages of the various crafts and types

of labor, including wages paid on holidays and for overtime, as paid by private employers in the City. In determining these wage rates, the Board of Supervisors is not limited to the data submitted by the Civil Service Commission but may consider such other information on the subject as it may deem proper.

The Civil Service Commission has determined that the General Prevailing Wage Determination made by the State of California's Director of Industrial Relations represents the highest prevailing rates of wages for various craft workers except for Garage Attendants, such as those operating and maintaining City-owned parking lots and garages, because the State's General Prevailing Wage Determination survey does not include any data for Garage Attendants. Therefore, as an alternative, the Civil Service Commission used the agreement between Parking Employers and the Teamsters Automotive Employees, Local 665 as the benchmark for the highest general prevailing wage for Garage Attendants. According to this three year agreement for the period beginning December 1, 1989, the highest hourly rate was $11.50 per hour as of December 1, 1989, the current rate is $11.80 as of December 1, 1990, and the new effective rate will be $12.25 as of December 1, 1991 through November 30, 1992, or approximately a 3.8 percent increase as of December 1, 1991.

Comments:

1. Mr. Patrick Finney of the Civil Service Commission reports that because the proposed resolution would apply to at least 250 different classifications, the Civil Service Commission has not estimated the average increase or decrease in wage rates for all of these positions. However, Mr. Finney notes that a copy of the report which specifies the increase or decrease in prevailing wage rates for each various craft worker position is in the Board file. Although Mr. Finney was unable to determine specifically what the fiscal impact would be of the proposed resolution, Mr. Finney estimates that the overall increase in wage rates for all various craft worker positions combined would be less than five percent. As noted above, any City department which enters into a contract is required by Charter Section 7.204 to pay the highest generally prevailing wage rate for labor performed under the contract. The Civil Service Commission provides City Departments with annual highest generally prevailing wage rates data, however, the Civil Service Commission does not actively monitor wage rates paid under City contracts.

2. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that the City currently has 12 five-year leases for parking lots or garages in which the City receives a percentage of gross revenues after parking taxes. Mr. Hagerty explains that any increases in operating expenses, due to increases in prevailing

wages, would only affect the operators, since the City is already locked into receiving a percentage of gross revenues. Mr. Hagerty also reports that there are five non-profit garages in the City, in which operators would pass increased labor costs to the City, because the City receives a percentage of gross revenue less operating expenses. However, Mr. Hagerty notes that the operators of these five non-profit garages are union operators, so it is likely that any decrease in net revenues which the City will receive has already been reflected in the Department's FY 1991-92 budget. Mr. Hagerty explains it would be difficult to estimate any future increase in costs to the City for either the leased or non-profit parking lots or garages.

3. Mr. Burk Delventhal of the City Attorney's Office reports that the Board of Supervisors is required to approve the highest generally prevailing wage rates paid for private employment under public contracts. As noted above, the Board of Supervisors may consider other information on the subject which would fix the highest generally prevailing wage rates other than the survey which is transmitted by the Civil Service Commission. However, Mr. Delventhal reports that this means that the Board may provide other data which indicates what the highest generally prevailing wage rates are, but the Board still must fix these wage rates.

Recommendation: Approve the proposed resolution.

Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Maher
Supervisor Britt
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hsieh
Supervisor Kennedy
Supervisor Migden
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Sam Yockey
Ted Lakey

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, November 26, 1991 – 10:00 A.M. Room 228, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 92-91-14. Consideration of appointment of members to the Emergency Medical Care Committee vice Richard Allen (SFFD), Joseph Calabro, D.O. (U.S. Govt. Hospital), Kathleen Gulf, RN (Provider), terms expiring June 30, 1991, for the three-year term ending June 30, 1994. (Clerk of the Board)

   Applicants:
   Sis. Kathleen Kearney (Provider)
   Dr. Deborah J. Owen (SFFD)

   ACTION:

2. File 92-91-14.3. Consideration of appointments to the Emergency Medical Care Committee vice Louis Giancola (West Bay Hospital Conference), resigned, for the unexpired portion of the three-year term ending June 30, 1992.

   Applicant:
   Penny Holland, RN (West Bay Hosp. Conf.) non-resident

   ACTION:

3. File 92-91-35. Consideration of appointment to the Delinquency Prevention Commission, vice Andante Higgins (youth), term expiring November 3, 1991, for the two year term ending November 3, 1993. (Clerk of the Board)

   Applicant:
   Jennifer de Sousa

   ACTION:

4. File 92-91-37. Requesting appointment of member to the Citizens Advisory Committee on Elections, vice Roger Cardenas, for unexpired portion of the four-year term ending May 15, 1994. (Registrar of Voters)

   Applicant:
   Daniel Kalb

   ACTION:

5. File 92-91-38. Consideration of appointment of member to the Bicycle Advisory Committee vice Maria Morales (bicyclist at large), resigned, for the unexpired portion of the three-year term ending December 31, 1993. (Board of Supervisors)

Applicants:

Louis Bacigalupi	John D. Palmer
Michael Beriss	David H. Snyder
Brian Casey	Tom Osher
Joanna Callenbach	Les Plack
Jana Zanetto	

ACTION:

CLOSED SESSION

6. File 45-91-61. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Yolanda Terry against the City and County of San Francisco by payment of $12,000. (City Attorney) (Municipal Court No. 001-033) (Continued from November 12)

ACTION:

7. File 45-91-63. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Maria-Ester De Anda against the City and County of San Frnacisco by payment of $11,000. (City Attorney) (Municipal Court No. 028-239)

ACTION:

8. File 45-91-64. [Settlement of Lawsuit] Ordinance authorizing settlement of litigation of Douglas K. Cowger against the City and County of San Francisco by payment of $40,000. (City Attorney) (Superior Court No. 876-351)

ACTION:

ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
Room 235, City Hall
San Francisco, CA. 94102

Important Hearing Notice

CALENDAR

MEETING OF
ADMINISTRATION AND OVERSIGHT
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, December 17, 1991 – 10:00 A.M.

Legislative Chamber
2nd Floor, City Hall

MEMBERS: SUPERVISORS HALLINAN, MAHER, BRITT

CLERK: MARY L. RED

1. File 33-91-2.1. Confirming Mayor's reappointment to the San Francisco Parking and Traffic Commission, Angelo Quaranta, term expiring December 5, 1991, for the four-year term ending December 5, 1995.

   ACTION:

2. File 33-91-9. Confirming Mayor's reappointment to the San Francisco Redevelopment Agency, Gary Kitahata, term expired September 3, 1991, for the four-year term ending September 3, 1995.

   ACTION:

3. File 92-90-32. Consideration of appointment of members to the Airport Noise Committee, vice Rufus Davis, Jr. (Supervisor Ward), Jerome Sapiro (Supervisor Gonzalez), Mark M. Young (Supervisor Walker), Barbara W. Sahm (City Planning), and Theodore Alex Pedersen (Department of Public Works) terms expired September 30, 1990, for the three-year term ending September 30, 1993. (Clerk of the Board)

   Applicant:
   Juan Escano, Jr. (Supervisor Ward)

   ACTION:

4. File 92-91-14. Consideration of appointment of members to the Emergency Medical Care Committee vice Joseph Calabro, D.O. (U.S. Govt. Hospital), Kathleen Gulf, RN (Provider), terms expiring June 30, 1991, for the three-year term ending June 30, 1994. (Clerk of the Board)

   Applicant:
   Sis. Kathleen Kearney (Provider)

   ACTION:

5. File 92-91-38.1. Consideration of appointment of members to the Bicycle Advisory Committee, vice Clay Mankin (bike industry), David Marshall (environmental), and Ruth Gravanis (environmental), terms expiring December 31, 1991, for the three-year term ending December 31, 1994. (Clerk of the Board)

   Applicants:
   David Marshall (environmental)
   Daniel J. Cotter (bike industry)
   Lawrence Kline (bike industry)
   Matthew Wadlund (environmental)
   David Lipsky (bike industry)

   ACTION:

6. File 92-91-39. Consideration of appointment of seventeen members to the Doyle Drive Task Force. (Board of Supervisors)

Applicants:

Richard Spotswood (Golden Gate Bridge District)
Paul Epstein (Richmond neighborhood)
Captain K.T. Mince (CA. Highway Patrol)
Danna Kirkbridge (Marin County resident)
Joyce Pavlovsky (Marin County resident)
James Lazarus (Chamber of Commerce)
Norman Rolfe (environmental organizations)
Nelson Wong (Department of Public Works)
Captain Thomas Suttmeier (Police Department)
Louis Loewenstein (S.F. resident)
Gloria Root (S.F. resident)
Dana Lightsey (S.F. resident)
Karen McVey (S.F. resident)

ACTION:

7. File 92-91-41. Consideration of appointment to the Developmental Disabilities Board for Area Board V, vice Walter Slater, term expiring December 31, 1991, for the three-year term ending December 31, 1994. (Clerk of the Board)

Applicant:

Walter Slater

ACTION:

8. File 93-91-20. [Memorandum of Understanding] Resolution ratifying Memorandum of Understanding with Sheet Metal Workers International Union, Local 104. (Employee Relations Division)

ACTION:

CLOSED SESSION

9. File 45-91-65. Ordinance authorizing settlement of litigation of Vienna Yuan against the City and County of San Francisco by payment of $11,387.44. (City Attorney) (Superior Court No. 906-168)

ACTION:

10. File 45-91-66. Ordinance authorizing settlement of litigation of Stacy & Witbeck against the City and County of San Francisco by payment of $1,466,000. (City Attorney) (Superior Court No. 917-027)

ACTION:

11. File 45-91-67. Ordinance authorizing settlement of litigation of Lillian Johnson v the City and County of San Francisco for $44,676.39. (City Attorney) (Superior Court N. 932-967)

ACTION:

12. File 45-91-68. Ordinance authorizing settlement of litigation of Dorothy Kiely Healy against the City and County of San Francisco by payment of $12,500. (City Attorney) (Supervisor Court No. 910-100)

ACTION:

13. File 45-91-69. Ordinance authorizing settlement of litigation of Angus M. Pera against the City and County of San Francisco by payment of $75,000. (City Attorney) (Superior Court No. 919-060)

ACTION:

14. File 45-91-70. Ordinance authorizing settlement of litigation of Della Feely and Fergus ê against the City and County of San Francisco by payment of $16,875. (City Attorney) (Superior Court No. 900-424)

ACTION:

15. File 45-91-71. Ordinance authorizing settlement of litigation of Sam Adams against the City and County of San Francisco by payment of $20,000. (City Attorney) (Superior Court No. 909-373)

ACTION:

16. File 46-91-16. Ordinance authorizing settlement of Daniel Benitez v H&H Ship Service Company, et al., upon receipt of the sum of $3,333.33 and release of lien. (City Attorney) (Municipal Court No. 012742)

ACTION:

17. File 48-91-10. Resolution approving the settlement of the unlitigated claim of May Y. Hui in the amount of $20,000. (City Attorney)

ACTION:

BOARD OF SUPERVISORS
ADMINISTRATION AND OVERSIGHT COMMITTEE
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

HEARING NOTICE

.24

SF

BOARD of SUPERVISORS

91

EL

City Hall
San Francisco 94102
554-5184

NOTICE OF CANCELLED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, December 24, 1991 has been cancelled. The next regularly scheduled meeting will be January 14, 1992.

John L. Taylor

JOHN L. TAYLOR
Clerk of the Board

ADMINISTRATION AND OVERSIGHT COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CA. 94102

HEARING NOTICE

BOARD of SUPERVISORS

City Hall
San Francisco 94102
554-5184

NOTICE OF RESCHEDULED MEETING

ADMINISTRATION AND OVERSIGHT COMMITTEE

Notice is hereby given that the regularly scheduled meeting of the Administration and Oversight Committee for Tuesday, December 10, 1991 has been rescheduled to Tuesday, December 17, 1991 at 10:00 a.m., in the Legislative Chamber.

John L. Taylor

JOHN L. TAYLOR
Clerk of the Board

POSTED: DECEMBER 3, 1991